

## ECF User Guide

Need help? Submit your question at <http://www.ca9.uscourts.gov/cmecf/feedback/>  
You can expect a reply from the Court during the Court's business hours,  
from 8:30 AM to 5:00 PM Pacific Time.

Last Updated: March 21, 2013

United States Court of Appeals for the Ninth Circuit  
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San Francisco, CA 94103

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# 1 What's New in This Update of the User Guide?

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**TIP:** Need help? Go to <http://www.ca9.uscourts.gov/cmecf/feedback/> and submit your question. You can expect a reply from the Court during the Court's business hours, from 8:30 AM to 5:00 PM Pacific Time.

This topic lists the additions and updates that were incorporated in each update of this guide.

## March 21, 2013 Updates

- Updated guide to remove references to specific size limitation for PDF files. At the Startup Page window, click the **Court Information** link to see the current size limit.
- Updated “[Attaching PDF Documents to Filings](#)” on page 65 to include the **View** button that is now available so you can review what you attached before committing a filing.
- Updated “[Submitting a Brief for Review by the Court](#)” on page 79 to include information about submitting excerpts with your brief.
- Updated the filing types available in the Briefs filing category (2 new filing types: *File a Streamlined Request to Extend Time to File Brief* and *Submit Excerpts of Record for Review by the Court*) in “[Filing Categories and Types of Motions](#)” on page 178.

## February 10, 2012 Updates

- Revised entire guide to reflect menu label change, from **Docketing** to **Filing**.
- Updated “[Submitting Electronic Versions of Original Petitions](#)” on page 35 and “[Bar Admission and Appellate ECF](#)” on page 150 to reflect new windows and more streamlined processes.
- Added a new topic, “[Checking a PDF File Before Filing](#)” on page 63, to explain how to check your PDF documents before you try to upload them into Appellate ECF.

### November 1, 2011 Updates

Updated “Bar Admission and Appellate ECF” on page 150 to reflect new windows and processes; also added new topic that explains how to submit payment for admission if you were previously admitted without paying the admission fee (fee waiver).

### October 5, 2011 Updates

Updated all illustrations to match the current version of Appellate ECF.

### August 7, 2011 Updates

- Updated “Macintosh Users and Appellate ECF” on page 126 to include additional configuration information.
- Updated “Filing Categories and Types of Motions” on page 178 to reflect the addition of one new filing type: **File an Acknowledgment of Hearing Notice**. Also added one illustration of a filing category with filing types and removed the illustrations from each individual filing category section. Reorganized the content for better readability.

### February 18, 2011 Updates

Updated illustrations and instructions related to Pay.gov payments in the topics listed below. The name of the person who logged in to Appellate ECF and contact information are now required.

- “Submitting Electronic Versions of Original Petitions With Fee Payment” on page 36
- “Paying the Case Opening Fee for an Original Petition” on page 70
- “Submitting an Application for Admission With Fee Payment” on page 151
- “Requesting and Paying for a Certificate of Good Standing” on page 161
- “Requesting and Paying for a Duplicate Admission Certificate” on page 164

### February 14, 2011 Updates

- Added additional configuration information in “Getting Started” on page 13:
  - Added “Add-On Toolbars” on page 16
  - Added “Allowing Pop-Ups From the Court” on page 18

- Updated “Java” on page 16
- Updated “Macintosh Users and Appellate ECF” on page 126 to include additional configuration information.
- Changed “motion to file late petition for rehearing (to file motion and petition for rehearing together)” to “motion to file late petition for rehearing (to file motion and petition for rehearing on same day)” to reflect change in relief description in Appellate ECF. See “Types of Motions Available When Filing a Motion” on page 181.

### December 17, 2010 Updates

Added information about how to request and pay for Certificates of Good Standing and Duplicate Admission Certificates. See “Requesting and Paying for a Certificate of Good Standing” on page 161 and “Requesting and Paying for a Duplicate Admission Certificate” on page 164.

### December 1, 2010 Updates

- Added chapter with instructions for uploading original petitions and paying court fee. See “Submitting Electronic Versions of Original Petitions” on page 35.
- Added chapter with instructions for submitting application for bar admission using Appellate ECF. See “Bar Admission and Appellate ECF” on page 150.
- Updated “Filing Categories and Types of Motions” on page 178 to reflect the addition of a new filing category, **Pay Case Opening Fees**.

### September 26, 2010 Updates

- Added instructions on how to check installed Java version on a Macintosh system. See “Prerequisites for Mac Users Running Mac OS X 10.6 or Lower” on page 128.
- Updated “Filing Categories and Types of Motions” on page 178 to reflect the addition of two new filing types:
  - **Submit Amicus Brief by Government or With Consent per FRAP 29(a)**
  - **File a Reply to an Answer to an Original Petition**
- Updated “Filing Categories and Types of Motions” on page 178 that the **Answers to Original Petitions** filing category was renamed to **Original Petitions**.
- Updated illustrations as needed throughout the guide to reflect minor changes in the interface.

### December 11, 2009 Updates

Updated illustrations “To set Firefox as the default browser and clear the browser cache and cookies” on page 131 to reflect Firefox 3.5.5 user interface.

### December 1, 2009 Updates, new Fed. R. App. P. and Circuit Rules

- Updated illustrations throughout the guide to reflect Federal Rules of Appellate Procedure and Ninth Circuit Rules changes that went into effect on December 1, 2009.
  - Removed references to CADS, Civil Appeals Docketing Statement, and replaced with Mediation Questionnaire. See *Circuit Rule 3-4, Mediation Questionnaire*, for additional information.
  - Removed references to Transcript Designation.
  - Changed filing category **Transcripts/Court Reporters** to **Court Reporters**.
- Updated illustrations and steps throughout the guide to document change in warning dialog box that opens after starting the filing of a document. See “[Screen Resolution](#)” on page 17 and Illustration of warning dialog box updated to show single **Continue** checkbox.

### August 1, 2009 Updates

- Updated logging in instructions and illustrations to reflect new checkbox that must now be selected to acknowledge that you understand that in order to file, you must comply with the redaction rules. See “[Starting Appellate ECF](#)” on page 20.
- Updated Macintosh users requirements. With the 2.1.3 release of Appellate ECF, Macintosh users must update their system to have the latest Java updated released by Apple in June 2009. See “[Prerequisites for Mac Users Running Mac OS X 10.6 or Lower](#)” on page 128.

### July 9, 2009 Updates

- Added additional warnings throughout the guide about the size limit for PDF attachments.
- Added new chapter with step-by-step instructions for filing a petition for rehearing. See “[Filing a Petition for Rehearing](#)” on page 106.
- Added note about remote electronic access to documents in Social Security cases and immigration matters in “[Document Links in a Notice of Docket Activity](#)” on page 116.
- Updated “[Types of Motions Available When Filing a Motion](#)” on page 181 in “[Filing Category: Motions/Responses/Replies](#)” on page 180 to include some reliefs that were previously only available when submitting a brief and a motion together: *motion to file a late brief*, *motion to file nonstandard brief*, and *motion to file oversized brief*.

### June 19, 2009 Updates

- Updated “[To set Firefox as the default browser and clear the browser cache and cookies](#)” on page 131 in “[Macintosh Users and Appellate ECF](#)” on page 126 to include illustrations and additional steps.

### April 25, 2009 Updates

- Updated illustrations as needed throughout the guide to reflect minor changes in the interface.
- Completely revised and updated “[Starting Appellate ECF](#)” on page 20. Added additional illustrations, steps to change browser settings, and instructions for dealing with warning dialog boxes that may open.

### April 17, 2009 Updates

- Updated “[Macintosh Users and Appellate ECF](#)” on page 126 to include additional configuration steps for filers who use a Macintosh system.

### March 30, 2009 Updates

- Updated “[Filing a Court Reporter Motion to Extend Time](#)” on page 102 to include information about fill-in form available at Court website.
- Updated “[Filing Categories and Types of Motions](#)” on page 178:
  - **File a Response to a Motion** renamed to **File a Response to a Motion/Form**
  - **File a Response to a Motion/Form** added to the **Forms/Notices/Disclosures** category
  - Added **motion to extend time to file FRAP 9a memorandum** to “[Types of Motions Available When Filing a Motion](#)” on page 181

### March 14, 2009 Updates

- Updated guide to reflect changes in ECF version 2.1.1.
- Changed “[Supported Browsers](#)” to “[Hardware and Software Requirements](#)” on page 16 and included new information. Moved the “[Screen Resolution](#)” on page 17 topic into this new section.
- Expanded “[Filing a Motion](#)” on page 88 to include illustrations for each step of the filing process.
- Added new chapter, “[Filing a Court Reporter Motion to Extend Time](#)” on page 102. This chapter provides step-by-step instructions for filing a court reporter motion using the Appellate ECF system.
- Added new chapter, “[Macintosh Users and Appellate ECF](#)” on page 126. This chapter provides information for Intel-based Mac users.
- Updated “[Filing Categories and Types of Motions](#)” on page 178 to reflect the addition of two new filing types:
  - **File a Response to a Court Order**

- **File a Reply to a Response to a Court Order**

### **March 2, 2009 Updates**

- Added new chapter, “Updating Your Appellate ECF Account” on page 168. This chapter provides step-by-step instructions for updating a company’s name or address, and for updating contact information for a registered attorney if that attorney changes firms.

### **February 23, 2009 Updates**

- Updated “Submitting a Brief for Review by the Court” on page 79 to include illustrations for each step of the filing process.
- Updated “Filing Categories and Types of Motions” on page 178 to reflect changes in labels of filing types: **File Court Reporter Motion** renamed to **File Court Reporter Motion to Extend Time**

### **January 9, 2009 Updates**

- Updated “Filing Categories and Types of Motions” on page 178 to reflect changes in labels of filing category changes: **Court Reporters/Transcripts** renamed to **Transcripts/Court Reporters**
- Updated “Filing Categories and Types of Motions” on page 178 to reflect changes in labels of filing types and to include new filing types:
  - **File Correspondence to Clerk Related to Pending Case (9th Cir.R.25-2)** renamed to **File Correspondence to Court**
  - **File Court Reporter Correspondence to Clerk Related to Pending Case** renamed to **File Court Reporter Correspondence to Court**
  - (New filing type) In the **Briefs** category, added **File an Errata to a Brief**
  - (New filing type) In the **Rehearing/Reconsideration** category, added **File a Reply to an Answer to a Petition for Rehearing/En Banc**
- Updated “Checking the Service List for a Case” on page 68

### **November 8, 2008 Updates - Version 2.1**

- Updated “Screen Resolution” on page 17
- Updated: “Completing an Electronic Filing” on page 50
- Updated: “Selecting the Filing Party” on page 58
- Updated: “Attaching PDF Documents to Filings” on page 65
- Updated: “Submitting a Brief for Review by the Court” on page 79
- Updated: “Types of Motions Available When Submitting a Brief and Filing a Motion Together” on page 179
- New: “Creating Cross-Document Hyperlinks” on page 117

### **September 18, 2008 Updates**

- New: “Filing a Motion and a Response to a Motion Together” on page 96
- Other minor updates throughout the guide.

### **September 9, 2008 Updates**

- New: “Submitting a Brief for Review by the Court” on page 79
- Updated: “Filing a Motion” on page 88 (minor updates)
- New: “Filing Categories and Types of Motions” on page 178

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# 2 Getting Started

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The topics below provide information that you may find useful when using ECF in the *United States Court of Appeals for the Ninth Circuit*.

- “Typographical Conventions Used in This Documentation” on page 14
- “Appellate ECF Application Overview” on page 15
- “Hardware and Software Requirements” on page 16
- “Starting Appellate ECF” on page 20
- “Stopping ECF” on page 27
- “Updating Your Account Information” on page 28
- “Screen Resolution” on page 17
- “Windows in ECF” on page 29
- “Drop-Down Lists” on page 31
- “Radio Buttons” on page 32
- “Date Fields” on page 33
- Checking the Service List for a Case

# Typographical Conventions Used in This Documentation

This documentation uses the typographical conventions described in [Table 1](#).

**Table 1.** Typographical Conventions

Formatting	Description	Examples
text	Fixed Courier font. Used for text that you must type in exactly as shown, for keyboard keys that you must press, for predefined values in drop-down lists.	In the <b>Confirm</b> field, type <b>YES</b> .  Press <b>Alt-F1</b> .
<b>text</b>	<b>Bold</b> . Used for labels in the user interface of ECF, such as area labels, field names, and button labels.	From the <b>Category</b> drop-down list, select <b>Motions</b> .
<i>text</i>	<i>Italic</i> . Used for variable information that you must enter in ECF. Also used for new terms when they are first defined in the guide.	In the <b>Attorney</b> field, type <i>the name of the attorney for the case</i> .  In the <b>Date</b> field, type <i>today's date</i> .  In ECF, the <i>File Date</i> is the date that the Court considers something filed.
>	Greater than sign. Used to indicate a navigation path in menus.	Choose <b>Reports &gt; Service List</b> .

## Appellate ECF Application Overview

Case Management/Electronic Case Files (CM/ECF) is an automated case management and docketing system designed specifically for the federal courts. The case management and docketing (CM) portion is used by the courts. The electronic case files (ECF or Appellate ECF) portion allows courts to manage documents electronically; provide 24-hour desktop access to case files by judges, court staff, and the public; and accept filings over the Internet.

Electronic case files are documents stored in electronic format instead of on paper. Documents can be created electronically by parties and court staff or paper copies can be scanned. All documents are stored in Portable Document Format (PDF).

The Appellate ECF portion of the system is easy to use and allows a court to store, retrieve, review and send case documents in a reliable and secure electronic format. Appellate ECF also offers the following benefits:

- Twenty-four hour access to case files from any location
- Remote document filing
- Concurrent access to files
- Immediate e-mail notification of case activity to parties and court staff
- Easy public access
- Secure storage of documents

# Hardware and Software Requirements

The information in this section will help you to determine which hardware and software you need to run ECF.

## Supported Browsers

Appellate ECF has been tested successfully using Firefox 4.0, and Internet Explorer 8 and 9 as representative browsers. All testing was performed using the Java Plug-In version 6 (also referred to as 1.6).

Browsers available from Google (Chrome), Opera Software (Opera), and AOL are *not officially supported*.

## Add-On Toolbars

Add-on toolbars, such as the Google, Bing, Yahoo, and Earthlink toolbars are known to interfere with ECF, so we strongly suggest that you do not download or install add-on toolbars unless you know how to configure those toolbars so that they do not interfere with ECF.

## Java

You must have at least Java Version 6 Update 1 to use ECF. We recommend that you always download and install the *latest* update available.

If you do not have Java on your computer (or if you aren't sure if you do) go to <http://www.java.com/>. You will note that there is a question/link below the **Free Java Download** button which asks **Do I have Java?** If you are not sure whether you have it, this link will run a diagnostic check on your computer and let you know whether it is already loaded. If you need to download or update Java, simply click the **Free Java Download** button and follow the directions on the subsequent pages. The Java Version 6 download is free, and the program takes only a few minutes to load.

**CAUTION:** We have determined that there may be a compatibility issue between Appellate ECF and Internet Explorer used with Java 6 Update 18 and higher.

**To fix the issue, you must disable a setting in Java:**

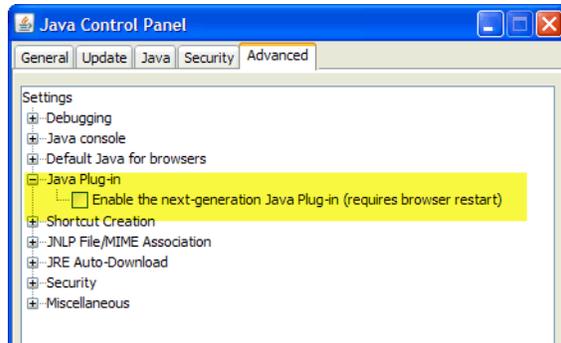
1. Close all browser windows.

2. Click **Start > Settings > Control Panel > Java**.

This opens the Java Control Panel.

3. In the Java Control Panel, click the **Advanced** tab.
4. Expand the **Java Plug-in** node and clear the checkbox labeled **Enable the next-generation Java Plug-in** (requires browser restart), as shown in [Figure 1](#).

**Figure 1.** Java Control Panel, Java Plug-in



5. Click the **OK** button.

## Screen Resolution

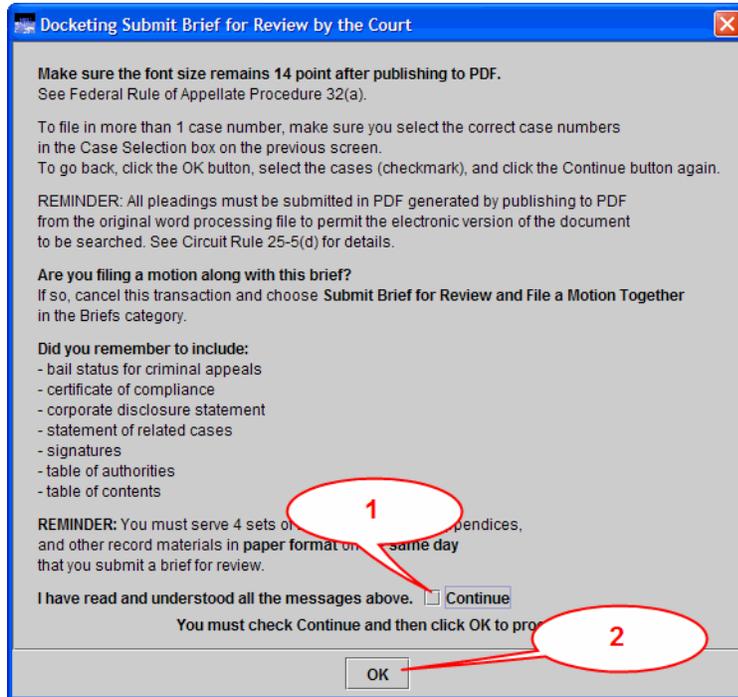
The minimum screen resolution required to run Appellate ECF is **1024 x 768 pixels**. If the screen resolution for your workstation is lower, you must change the resolution before you start using ECF. You do not have to make any changes to your screen resolution if the current setting is higher than 1024 x 768 pixels.

**CAUTION:** If you do not adjust your screen resolution, you may not see all the information you need to see in order to enter a filing in ECF.

For example, when you click the **Continue** button at the File a Document screen, the system will open a warning dialog box that you need to review in order to continue the filing. You may not be able to see all the information in that warning dialog box if your screen resolution is not high enough. In order to proceed with a filing, you must select the **Continue** checkbox before clicking the **OK** button.

An example of a complete warning dialog box is shown in [Figure 2](#). For each warning dialog box, you must (1) select the **Continue** checkbox and then (2) click the **OK** button to proceed with the filing.

**Figure 2.** A Warning Dialog Box in Appellate ECF



## Macintosh Users

The Apple Macintosh platform can now be used to run all parts of the ECF with no extra software. See “[Macintosh Users and Appellate ECF](#)” on page 126 for details.

## Allowing Pop-Ups From the Court

Several reports and utilities in Appellate ECF open in a new browser window or tab:

- History Report
- Service List
- PACER Report
- Notice of Docket Activity after entering a filing in a case in Appellate ECF
- Payment window from pay.gov that allows you to complete payments

### ***To check for and disable pop-up blockers for Appellate ECF***

1. Turn on the sound on your system.
2. Log in to Appellate ECF.
3. Choose **Reports > Service List**.

If you hear a distinctive “ding,” you know that something is blocking the web page from opening.

4. Make sure you change the pop-up blocker settings to allow all pop-ups from Appellate ECF ([ecf.ca9.uscourts.gov](http://ecf.ca9.uscourts.gov)).

### **Additional Information About Technical Requirements**

For additional information about technical requirements, please see [What equipment and software do I need to file?](#) and the FAQs available at the Court’s website (<http://www.ca9.uscourts.gov/cmecf/faqs>) and at PACER (<http://www.pacer.gov/psc/efaq.html#CMECF>)

# Starting Appellate ECF

After you log in to Appellate ECF, the Startup Page window opens.

1. Open a web browser window and navigate to the following URL:  
<https://ecf.ca9.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Login>

The Appellate ECF Login page, shown in [Figure 3](#), opens.

**Figure 3.** Appellate ECF Login Page

**Appellate ECF Login**

System Downtime: Appellate ECF will be unavailable from 10:00 PM until midnight each Saturday and Sunday for system maintenance.

**Notice**

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:** All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

**Authentication**

Login:

Password:

Client Code:

**CAUTION:** Notice the checkbox labeled “**I understand that, if I file, I must comply with the redaction rules. I have read this notice.**” You must select this checkbox to log in to Appellate ECF.

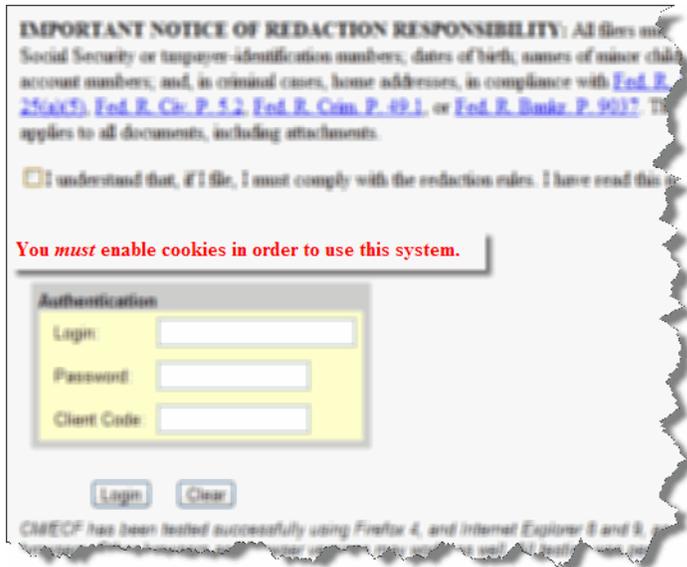
2. Make sure you select the **redaction rule** checkbox to acknowledge that you understand that you must comply with the redaction rules. The checkbox is located immediately above the **Authentication** box.
3. In the **Login** field, type *your Appellate ECF login name* and in the **Password** field, type *your password*.

**CAUTION:** The **Login** and **Password** fields are case-sensitive.

4. (Optional) In the **Client Code** field, enter a code to identify the person using the account.  
This information is only referenced by PACER.
5. Click the **Login** button.

**NOTE:** If the cookies settings are not acceptable for Appellate ECF, the system shows an error message above the Authentication box. The message will say “*You must enable cookies in order to use this system.*” An example of the message is shown in [Figure 4](#).

**Figure 4.** Cookies Not Enabled Message



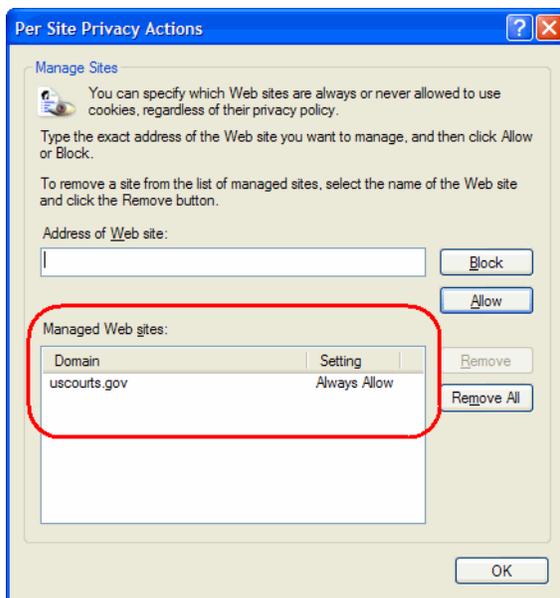
If this message appears, do one of the following:

- If you are using Internet Explorer, go to [Step 6 on page 22](#).
- If you are using Firefox, go to [step Step 7 on page 23](#).

6. To change cookies-related settings in Internet Explorer, do the following:
  - a. In Internet Explorer, choose **Tools > Internet Options**.
  - b. In the Internet Options dialog box, click the **Privacy** tab.
  - c. Under **Settings**, click the **Sites** button.
  - d. In the Per Site Privacy Actions dialog box, in the **Address of Web site** field, type `ecf.ca9.uscourts.gov` and click the **Allow** button.

The **Managed Web Sites** list should now contain an entry for `uscourts.gov`, and the setting should be **Always Allow**. An example of what the dialog box should look like is shown in [Figure 5](#).

**Figure 5.** Per Site Privacy Actions Dialog Box - Correct Settings

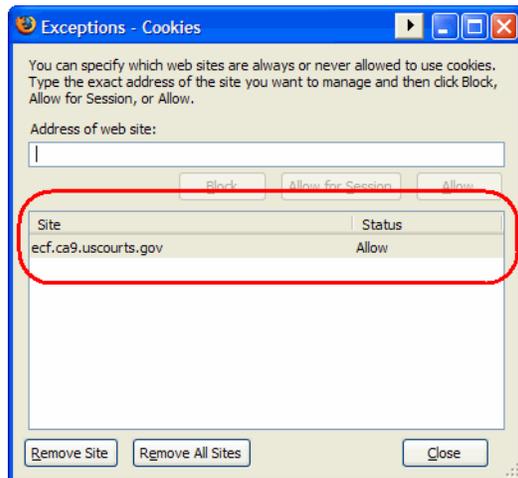


- e. In the Per Site Privacy Actions dialog box, click the **OK** button.
- f. In the Internet Options dialog box, click the **OK** button.
- g. Restart Internet Explorer and go back to [Step 1 on page 20](#).

7. To change cookies-related settings in Firefox, do the following:
  - a. In Firefox, choose **Tools > Options**.
  - b. In the Options dialog box, click the **Privacy** icon at the top.
  - c. Under **History**, from the **Firefox will** drop-down list, select **Use custom settings for history**.
  - d. Click the **Exceptions** button.
  - e. In the Exceptions - Cookies dialog box, in the **Address of web site** field, type `ecf.ca9.uscourts.gov` and click the **Allow** button.

The Site/Status list should now contain an entry for `ecf.ca9.uscourts.gov`, and the setting should be **Allow**. An example of what the dialog box should look like is shown in [Figure 6](#).

**Figure 6.** Exceptions - Cookies Dialog Box - Correct Settings

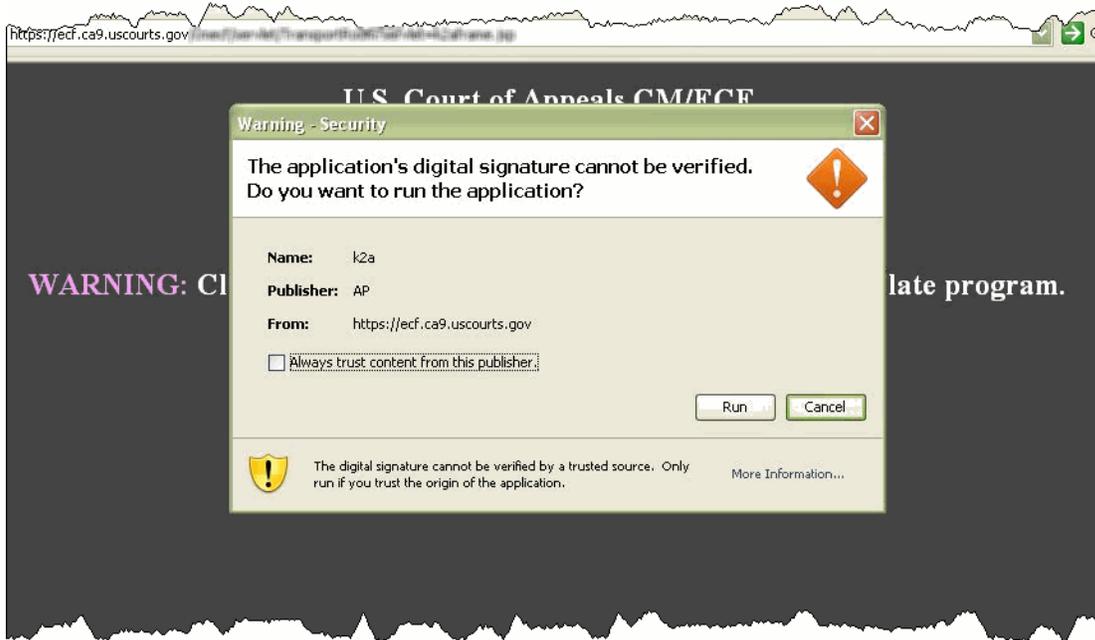


- f. In the Exceptions - Cookies dialog box, click the **Close** button.
- g. In the Options dialog box, click the **OK** button.
- h. Restart Firefox and go back to [Step 1 on page 20](#).

8. If a Warning-Security dialog box opens, do the following:
  - a. Select the **Always trust content from this publisher** checkbox.
  - b. Click the **Run** button.

This dialog box will only open the first time you start Appellate ECF if you follow the steps above. An example of this dialog box is shown in [Figure 7](#).

**Figure 7.** Warning - Security



The following happens:

- c. A browser window, shown in [Figure 8](#), opens.

This window, which remains open in the background, is titled CM/ECF Appellate and the top of the page reads “U.S. Court of Appeals CM/ECF”. The large CM/ECF button initially appears with a Java logo. Wait until that logo disappears and the button contains the text CM/ECF as shown in [Figure 8](#).

**CAUTION: Do not close this window at any time.**

**Figure 8.** CM/ECF Appellate Browser Window

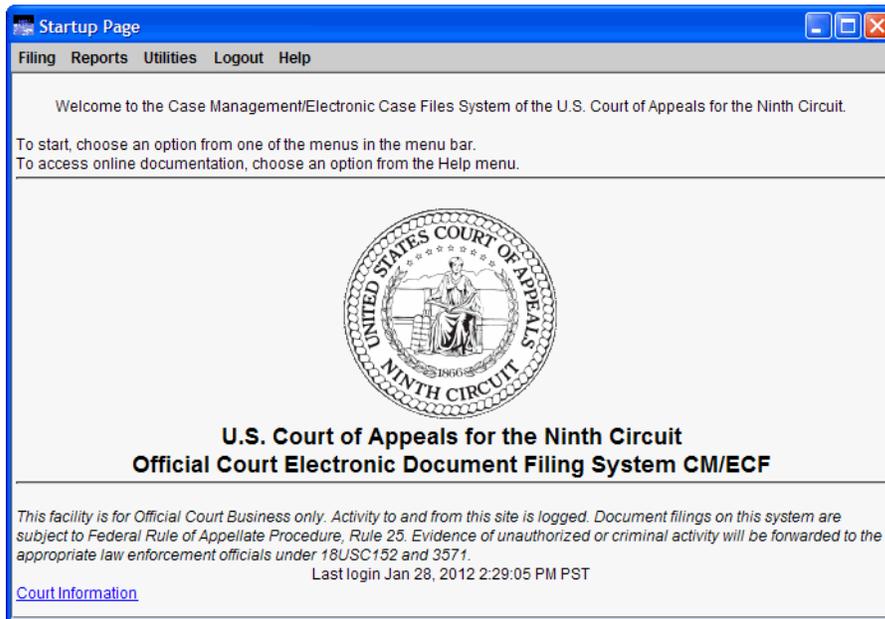


- d. The Startup Page window opens in the foreground.

An example is shown in [Figure 9](#) on page 26. Notice that your last login date and time are shown near the middle of the page.

**CAUTION: Do not close the Startup Page window at any time. If you do close this window by accident, find the background window, shown in [Figure 8](#), and click the large CM/ECF button.**

Figure 9. Startup Page Window



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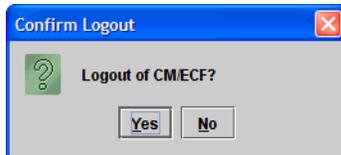
## Stopping ECF

To ensure that the different pieces of the application close correctly, you should always logout from ECF.

1. From the menu bar of any active ECF window, choose **Logout > Logout CM/ECF**.

A Confirm Logout dialog box, shown in [Figure 10](#), opens.

**Figure 10.** Confirm Logout Dialog Box



2. Click the **Yes** button.

ECF logs you out and closes all the main browser window. If you had a docket report window or a service list window (or tab) open, they will remain open until you close them.

## Updating Your Account Information

The quickest way to update your account information is to navigate to the Appellate Filer Account Update page and submit your changes. Use this URL to get started: <https://www.pacer.gov/psco/cgi-bin/cmecf/ea-login.pl>.

You can also access the Appellate Filer Account Update page from within Appellate ECF:

1. From the menu bar of any active ECF window, choose **Utilities > Update My Account**.

The User Account Profile window opens. An example of this window is shown in [Figure 11](#).

**Figure 11.** User Account Profile Window

2. Click the **Edit My Information** button.

A new browser window opens with the Appellate Filer Account Update page.

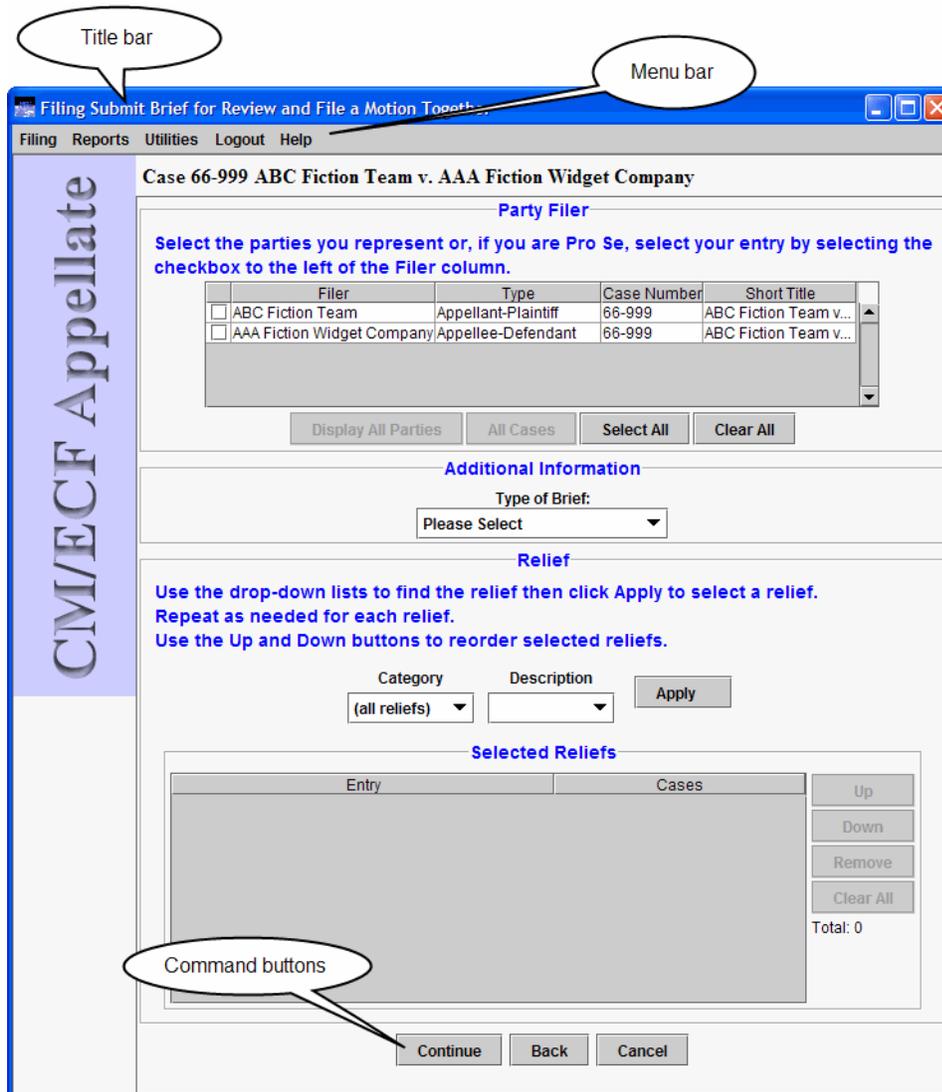
Review the Frequently Asked Questions at <http://www.ca9.uscourts.gov/cmecf/faqs> to answer any questions you may have about updating your Appellate ECF filer account information.

In addition, make sure you review “[Updating Your Appellate ECF Account](#)” on page 168 for step-by-step instructions for updating your address, firm name, and email addresses.

## Windows in ECF

In ECF, most windows are divided into several parts: a title bar, a menu bar, a screen area, and an area at the bottom of the window that contains command buttons. An example of a window is shown in [Figure 12](#).

**Figure 12.** A Window in ECF



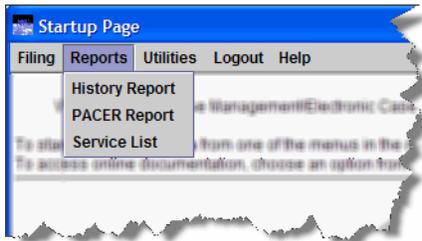
### Title Bar

The title bar contains the following elements: the ECF icon, the title of the window, and the standard window controls (minimize, maximize/restore, and close).

## Menu Bar

The menu bar contains a number of menus that contain menu items or commands. In [Figure 13](#), **Filing**, **Reports**, **Utilities**, **Logout**, and **Help** are menus. **History Report**, **PACER Report**, and **Service List** are menu items or commands.

**Figure 13.** Menu Bar



## Command Button Area

The command button area contains the buttons that let you continue or step back in a process.

In most cases, you can also use the **Cancel** button in this area to cancel the process you are currently working on. An example of a set of command buttons is highlighted in [Figure 14](#).

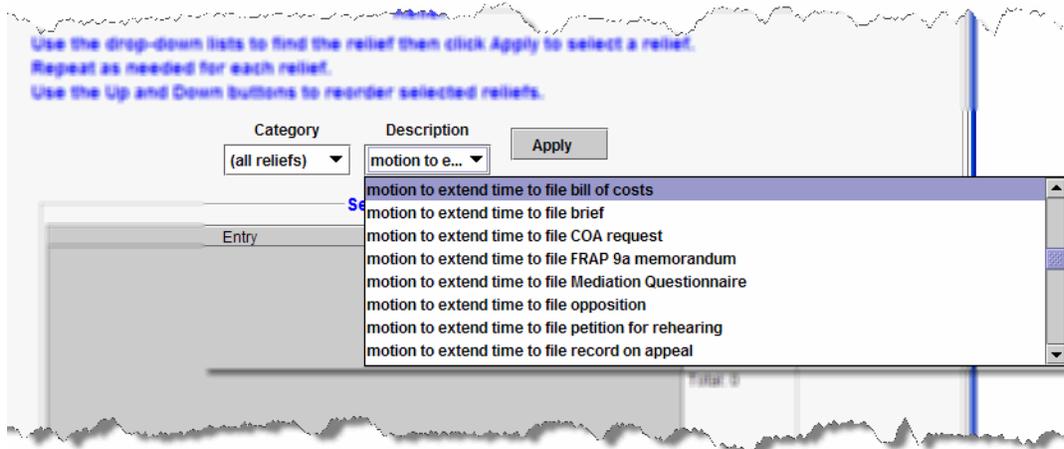
**Figure 14.** Command Buttons



## Drop-Down Lists

A drop-down list contains a set of predefined values. In [Figure 15](#), there are two drop-down lists, **Category** and **Description**. In [Figure 15](#), the **Description** drop-down list is the *active* drop-down list (the values that you can select are visible).

**Figure 15.** Drop-Down List



### **To select a value in a drop-down list**

- Using the mouse, click the down arrow of the drop-down list and select a value in the list.
- Using the keyboard, type the first characters of the value to select the first matching value in the list.
- Using the keyboard, use the up arrow (↑) and down arrow (↓) to navigate up and down in the list and select the highlighted value in the list.

## Radio Buttons

A radio button is a control that you turn on by selecting the radio button. Radio buttons are mutually exclusive. This means that if you select one radio button in a group, you will not be able to select another radio button in that same group. In some cases, selecting a radio button changes the other user interface elements in the application.

Figure 16 shows two sets of radio buttons. The set on the left represents categories, the set on the right represents a type of filing. In Figure 16, the **Motions/Responses/Replies** radio button and the **File a Response to a Motion/Form** radio buttons are selected.

Figure 16. Radio Buttons Example

The image shows two side-by-side panels of radio buttons. The left panel is titled "Click a category in the list" and contains the following options: Briefs, **Motions/Responses/Replies** (selected), Rehearing/Reconsideration, Court Reporters, Original Petitions, Appeals Pursuant to FRAP 9(a), Forms/Notices/Disclosures, Correspondence/Status Reports, Prospective Amici and Interveners, and Pay Case Opening Fees. The right panel is titled "Select One" and contains the following options: Click a filing type below, then click the Continue button, File a Motion, **File a Response to a Motion/Form** (selected), File a Motion and a Response to a Motion Together, File a Reply to a Response to a Motion, File a Response to an Order to Show Cause, File a Response to a Court Order, File a Reply to a Response to an Order to Show Cause, File a Reply to a Response to a Court Order, File a Motion for Reconsideration from Dispositive Order, File a Motion for Reconsideration from Non-Dispositive Order, and Submit Brief for Review and File a Motion Together.

## Date Fields

A date field is a field where you must enter a date in one of the following supported formats:

- mm/dd/yy or mm/dd/yyyy

Example: 7/2/07

- mm-dd-yy or mm-dd-yyyy

Example: 7-02-2007

- mm.dd.yy or mm.dd.yyyy

Example: 7.2.07

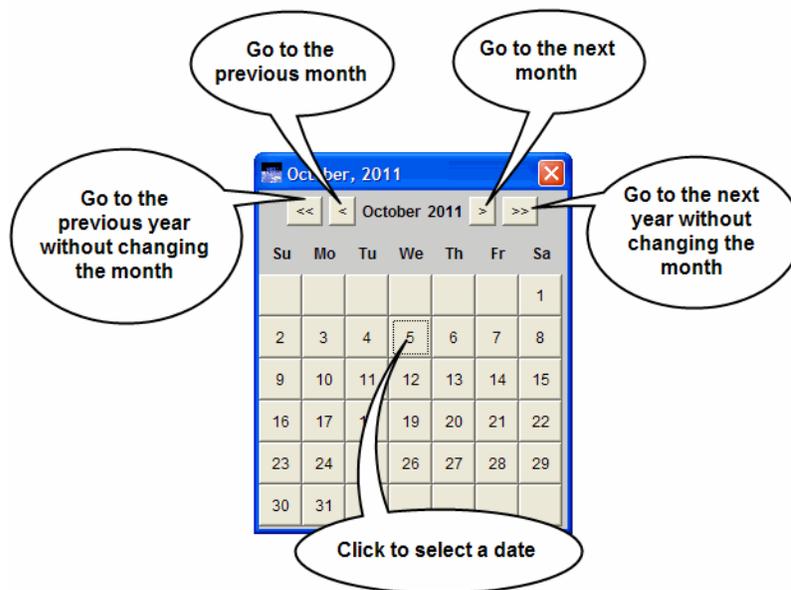
In ECF, you can also fill in a date field by selecting a date from a pop-up calendar.

### *To use the pop-up calendar to fill in a date field*

1. Make the date field the active field, right-click and choose **Select Date from Calendar** from the pop-up menu.

A pop-up window opens with a calendar, as shown in [Figure 17](#).

**Figure 17.** Calendar Pop-Up



**TIP:** Use the navigation buttons at the top of the calendar to quickly view the calendar for another month and year.

- Click the << button to go to the previous year without changing the month. In the example in [Figure 17](#), clicking the << button would show October 2010.
  - Click the < button to go to the previous month. In the example in [Figure 17](#), clicking the < button would show September 2011.
  - Click the > button to go to the next month. In the example in [Figure 17](#), clicking the > button would show November 2011.
  - Click the >> button to go to the next year without changing the month. In the example in [Figure 17](#), clicking the >> button would show October 2012.
2. Click a date to fill in the date field from where you invoked the calendar.

The calendar pop-up closes.

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# 3 Submitting Electronic Versions of Original Petitions

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You can submit electronic versions of original petitions (such as petitions for review, petitions for writ of mandamus, and petitions for permission to appeal) and, if a fee is required, you can pay the \$450.00 filing fee using your credit card. If you use this feature, there is no need to send a paper original to the court. Note that, although your submitted documents will be deemed received as of the date submitted, the court may not open your case or create a docket number until the next business day.

**CAUTION:** If you need relief or verification of your submission before the next business day because of an imminent removal or deportation or because emergency relief is needed for some other reason you **must** call the motions unit at (415) 355-8020 during business hours or (415) 355-8000 after hours.

All attached documents must be searchable and must be accompanied by proof of service by mail or other method of service by the filer directly (*no electronic service available through Appellate ECF*).

The following topics are included:

- “Submitting Electronic Versions of Original Petitions With Fee Payment” on page 36
- “Submitting Electronic Versions of Original Petitions Without Fee Payment” on page 44
- “Reviewing Your Submissions” on page 48

## Submitting Electronic Versions of Original Petitions With Fee Payment

Before you start, make sure you have all the PDF files ready to upload.

All attached documents must be *searchable* and must be accompanied by proof of service by mail or other method of service by the filer directly (*no electronic service available through Appellate ECF*).

**CAUTION:** Before you start, you must ensure that there are no pop-up blockers that prevent you from seeing the payment page. The payment window from Pay.gov opens in a new browser window or browser tab.

The easiest way to check is to turn on the sound on your system, then try to access the Service List (Reports > Service List). If you hear a distinctive “ding,” you know that something is blocking the web page from opening. Make sure you change the pop-up blocker settings to allow all pop-ups from the Court’s site.

Submitting original petitions with a fee payment consists of two steps:

1. Initiating the submission and selecting the PDF files to submit. See “To select the PDF files to submit,” below.
2. Completing the payment and submitting the PDF files to the Court. See “To pay and complete the transaction” on page 40

### **To select the PDF files to submit**

1. In the Startup Page window, from the menu bar, choose **Utilities > Submit New Case With Fee Payment**, then choose the appropriate option:
  - Agency or Immigration Petition (Fee)
  - Petition for Writ of Mandamus (Fee)

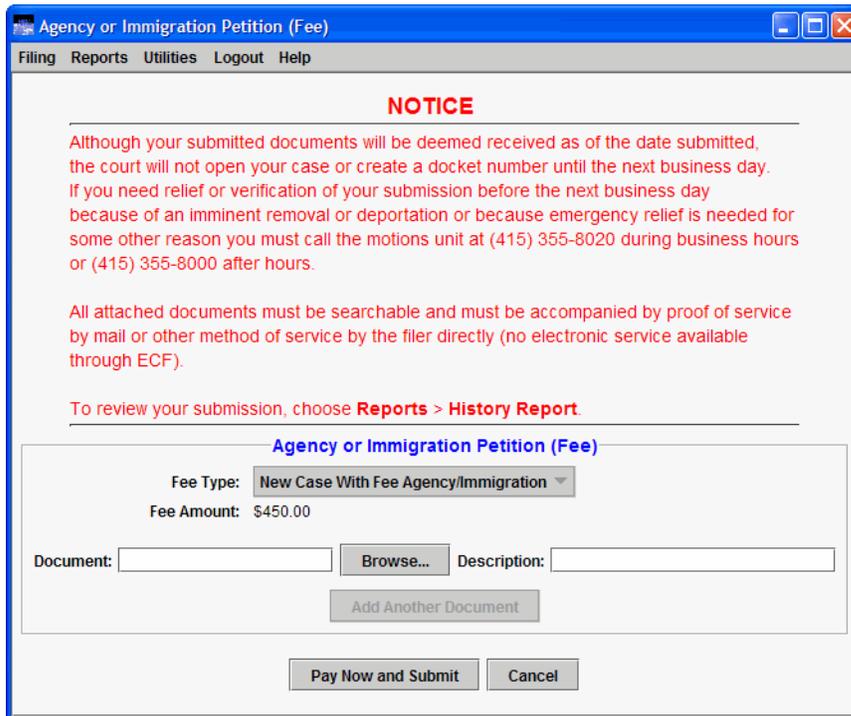
An example of the **Utilities** menu with the options is shown in [Figure 18](#).

**Figure 18.** Utilities Menu, Petitions With Fee Payment



The Submit New Case With Fee Payment dialog box opens. An example is shown in [Figure 19](#).

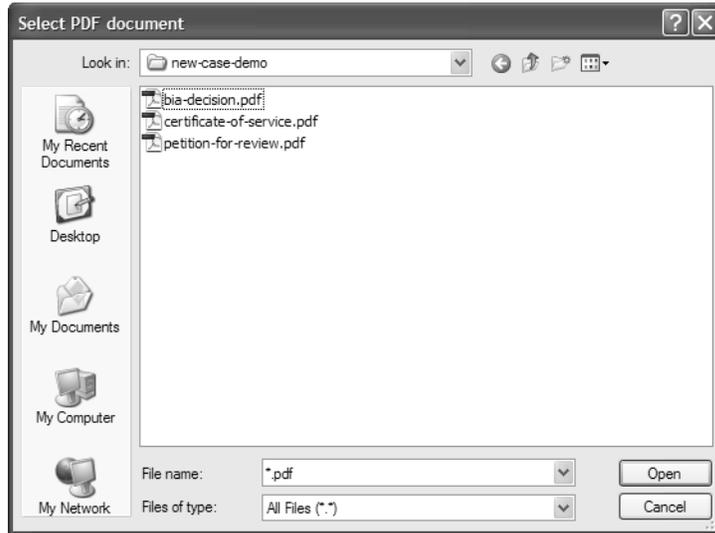
**Figure 19.** Submit New Case With Fee Payment Dialog Box



2. Click the **Browse** button.

The Select PDF document dialog box opens. An example of this dialog box is shown in [Figure 20](#). By default, the Select PDF document dialog box points to the last location you accessed to attach documents from within ECF.

**Figure 20.** Select PDF document Dialog Box



3. Navigate to and select the PDF file you want to attach.
4. Click the **Open** button.

The Select PDF document dialog box closes and ECF shows the file you selected, with the full path, in the **Document** field.

5. In the **Description** field for the document, type a description of the PDF.

- Repeat [Step 2](#) - [Step 5](#) for each PDF you want to attach to the submission.

Remember to include a certificate of service. An example with three PDF files to be submitted is shown in [Figure 21](#).

**Figure 21.** Three PDF Files to be Submitted

rd review your submission, choose **Reports > History Report**

**Agency or Immigration Petition (Fee)**

Fee Type:

Fee Amount: \$450.00

Document:	<input type="text" value="f-strikes\petition-for-review.pdf"/>	<input type="button" value="Browse..."/>	Description:	<input type="text" value="Petition for review"/>
Document:	<input type="text" value="its\ecf-strikes\bia-decision.pdf"/>	<input type="button" value="Browse..."/>	Description:	<input type="text" value="BIA decision"/>
Document:	<input type="text" value="s\ecf-strikes\cert-of-service.pdf"/>	<input type="button" value="Browse..."/>	Description:	<input type="text" value="Certificate of service"/>

- Go to “To pay and complete the transaction” on page 40.

**To pay and complete the transaction**

1. Click the **Pay Now and Submit** button to submit your payment.

A new browser window or browser tab opens so that you can enter and submit your credit card information. The new browser window or tab may not automatically come to the front of your workspace. An example of a browser tab with the *Step 1: Enter Payment Information* page is shown in Figure 22.

**CAUTION:** You are now connected to Pay.gov.

**Figure 22.** Online Payment, Step 1

The screenshot shows a web browser window with the URL <https://ecf.ca9.uscourts.gov...> and a tab titled "Online Payment". The page content includes:

- Online Payment** (with a link to [Return to your originating application](#))
- Step 1: Enter Payment Information** (with a page indicator **1 | 2**)
- Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)**
- Required fields are indicated with a red asterisk \***
- Account Holder Name:** Orson Athanasi \*
- Payment Amount:** \$450.00
- Billing Address:** 123 Any Street \*
- Billing Address 2:** (empty field)
- City:** Any City
- State / Province:** California - CA
- Zip / Postal Code:** 12345
- Country:** United States \*
- Card Type:** (dropdown menu) \*
- Card Number:** (text input) \* (Card number value should not contain spaces or dashes)
- Security Code:** (text input) [Help finding your security code](#)
- Expiration Date:** (dropdown) \* / (dropdown) \*
- Attorney Name:** (text input) \*
- Contact Telephone Number:** (text input) \*
- Person Completing Transaction:** (text input) \*
- Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.
- Continue with Plastic Card Payment** (button) **Cancel** (button)
- Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

2. Verify, change, and enter the information in the *Step 1: Enter Payment Information* page.
  - a. Verify and change the information in the **Account Holder Name** field and the billing address fields as needed.
 

**CAUTION:** The name and address shown here are the name and address associated with your Appellate ECF account. If you are going to use a credit card that is not linked to the address we have on file for you, you must update the billing address.
  - b. Complete the **Card Type**, **Card Number**, **Security Code** and **Expiration Date** fields.
  - c. In the **Attorney Name** field, type the name of the attorney who logged in to Appellate ECF.
  - d. Complete the **Contact Telephone Number** and **Person Completing Transaction** fields so that the Court can contact you if there are any issues with the payment.
  - e. Click the **Continue with Plastic Card Payment** button.  
The *Step 2: Authorize Payment* page opens.

An example of a completed *Step 1: Enter Payment Information* page is shown in [Figure 23](#).

**Figure 23.** Online Payment, Step 1, Page Completed

The screenshot shows a web browser window with the URL <https://ecf.ca9.uscourts.gov...> and a tab titled 'Online Payment'. The page content includes:

- Online Payment** (with a link to 'Return to your originating application')
- Step 1: Enter Payment Information** (page 1 of 2)
- Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)**
- Required fields are indicated with a red asterisk \*
- Account Holder Name:** Orson Athanasi \*
- Payment Amount:** \$450.00
- Billing Address:** 123 Any Street \*
- Billing Address 2:** (empty)
- City:** Any City
- State / Province:** California - CA
- Zip / Postal Code:** 12345
- Country:** United States \*
- Card Type:** Visa \* (Logos for VISA, MasterCard, AMEX, DISCOVER are shown)
- Card Number:** 4222222222222222 \* (Note: Card number value should not contain spaces or dashes)
- Security Code:** 999 (Link: [Help finding your security code](#))
- Expiration Date:** 03 / 2013 \*
- Attorney Name:** Attorney Filer \*
- Contact Telephone Number:** 877-123-9999 \*
- Person Completing Transaction:** Bojidar Macario \*
- Instructions: Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.
- Buttons: **Continue with Plastic Card Payment** and **Cancel**
- Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

3. In the *Step 2: Authorize Payment* page, make sure all the payment information is correct and type your email address(es) in the **Email Address**, **Confirm Email Address**, and **CC** fields.

The email address(es) you enter here will receive a payment confirmation email when the transaction has been processed.

4. Select the checkbox under **Authorization and Disclosure**.

An example of a completed *Step 2: Authorize Payment* page is shown in [Figure 24](#).

**Figure 24.** Online Payment, Step 2, Page Completed

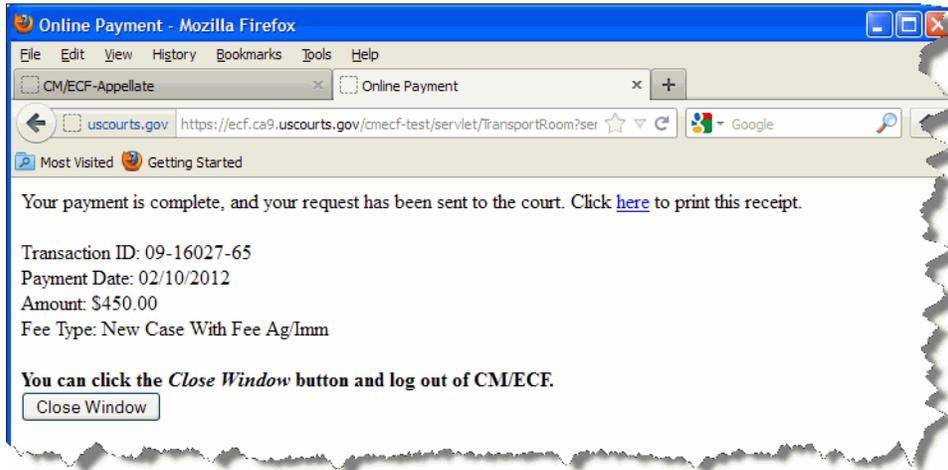
The screenshot displays the 'Online Payment Step 2: Authorize Payment' page. At the top right, there is a link to 'Return to your originating application'. The page is divided into three main sections: 'Payment Summary', 'Account Information', and 'Payment Information'. The 'Payment Summary' section includes 'Address Information' (Account Holder Orson, Name: Athanasi, Billing Address: 123 Any Street, City: Any City, State / Province: CA, Zip / Postal Code: 12345, Country: USA), 'Account Information' (Card Type: Visa, Card Number: \*\*\*\*\*2222, Attorney Name: Attorney Filer, Contact Telephone Number: 877-123-999, Person Completing Transaction: Bojidar Macario), and 'Payment Information' (Payment Amount: \$450.00, Transaction Date: 02/18/2011 12:17 and Time: EST). Below this is the 'Email Confirmation Receipt' section, which prompts the user to provide an email address and confirmation. The 'Email Address' field contains 'myemail@mydomain.com', the 'Confirm Email Address' field contains 'myemail@mydomain.com', and the 'CC' field contains 'myotheremail@otherdomain.com'. A note indicates to 'Separate multiple email addresses with a comma'. The 'Authorization and Disclosure' section includes a note that 'Required fields are indicated with a red asterisk \*'. A checkbox is checked, indicating authorization of a charge to the card account. Below this is a warning: 'Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.' At the bottom of this section are 'Submit Payment' and 'Cancel' buttons. A yellow note at the very bottom of the page states: 'Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.'

5. Click the **Submit Payment** button.

**CAUTION:** Wait for Pay.gov to process your payment. Do not click the button again.

When the transaction has completed, a confirmation page opens. An example is shown in Figure 25.

**Figure 25.** Final Confirmation Page



6. Click the **Close Window** button.

You can now return to Appellate ECF to log out or submit another petition or a filing.

7. To review what you just submitted, see “[Reviewing Your Submissions](#)” on page 48.

## Submitting Electronic Versions of Original Petitions Without Fee Payment

Before you start, make sure you have all the PDF files ready to upload.

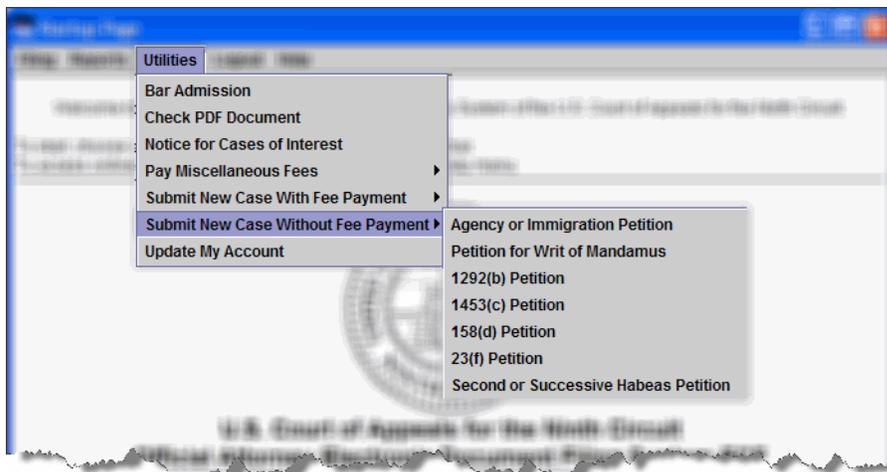
All attached documents must be searchable and must be accompanied by proof of service by mail or other method of service by the filer directly (*no electronic service available through Appellate ECF*).

### *To submit electronic versions of original petitions without fee payment*

1. In the Startup Page window, from the menu bar, choose **Utilities > Submit New Case Without Fee Payment**, then choose the appropriate option:
  - Agency or Immigration Petition
  - Petition for Writ of Mandamus
  - 1292(b) Petition
  - 1453(c) Petition
  - 158(d) Petition
  - 23(f) Petition
  - Second or Successive Habeas Petition

An example of the **Utilities** menu with the options is shown in [Figure 26](#).

**Figure 26.** Utilities Menu, Petitions Without Fee Payment



The Submit New Case Without Fee Payment dialog box opens. An example of the dialog box that opens for a new 1292(b) Petition is shown in [Figure 27](#).

**Figure 27.** Submit New Case With Fee Payment Dialog Box

**1292(b) Petition**

Filing Reports Utilities Logout Help

**NOTICE**

Although your submitted documents will be deemed received as of the date submitted, the court will not open your case or create a docket number until the next business day. If you need relief or verification of your submission before the next business day because of an imminent removal or deportation or because emergency relief is needed for some other reason you must call the motions unit at (415) 355-8020 during business hours or (415) 355-8000 after hours.

All attached documents must be searchable and must be accompanied by proof of service by mail or other method of service by the filer directly (no electronic service available through ECF).

To review your submission, choose **Reports > History Report**.

**1292(b) Petition**

Fee Type: New Case Without Fee 1292(b) Petition ▼  
Fee Amount: \$0.00

Document:  Browse... Description:

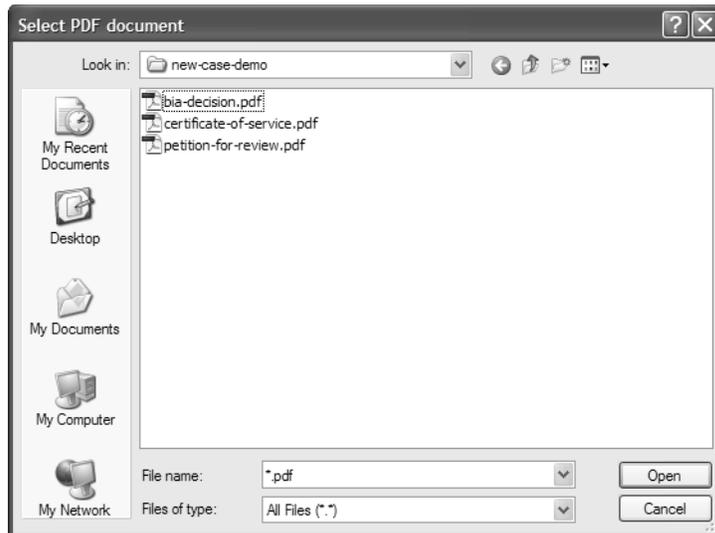
Add Another Document

Submit Cancel

2. Click the **Browse** button.

The Select PDF document dialog box opens. An example of this dialog box is shown in [Figure 28](#). By default, the Select PDF document dialog box points to the last location you accessed to attach documents from within ECF.

**Figure 28.** Select PDF document Dialog Box



3. Navigate to and select the PDF file you want to attach.
4. Click the **Open** button.

The Select PDF document dialog box closes and ECF shows the file you selected, with the full path, in the **Document** field.

5. In the **Description** field for the document, type a description of the PDF.

- Repeat [Step 3](#) - [Step 5](#) for each PDF you want to submit.

Remember to include a certificate of service. An example with three PDF files to be submitted is shown in [Figure 29](#).

**Figure 29.** Three PDF Files to be Submitted

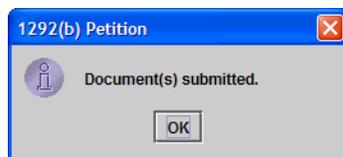


The screenshot shows a dialog box titled "1292(b) Petition". At the top, it displays "Fee Type: New Case Without Fee 1292(b) Petition" and "Fee Amount: \$0.00". Below this, there are two rows of document information. The first row shows a document path "s:\ecf-strikes\1292b-petition.pdf", a "Browse..." button, and a description field containing "Petition". The second row shows a document path "s:\ecf-strikes\cert-of-service.pdf", another "Browse..." button, and a description field containing "Certificate of Service". Below these rows is an "Add Another Document" button. At the bottom of the dialog are "Submit" and "Cancel" buttons.

- Click the **Submit** button to upload the PDF files to the Court.

A message dialog box opens to confirm that you have completed the submission. An example is shown in [Figure 30](#).

**Figure 30.** Submit New Case Without Fee Payment - Document(s) Submitted



- Click the **OK** button.

The Submit New Case Without Fee Payment dialog box closes and you are returned to the Startup Page window.

- To review what you just submitted, see [“Reviewing Your Submissions”](#) on page 48.

## Reviewing Your Submissions

You can review a history of the original petitions you submitted and the payments you made.

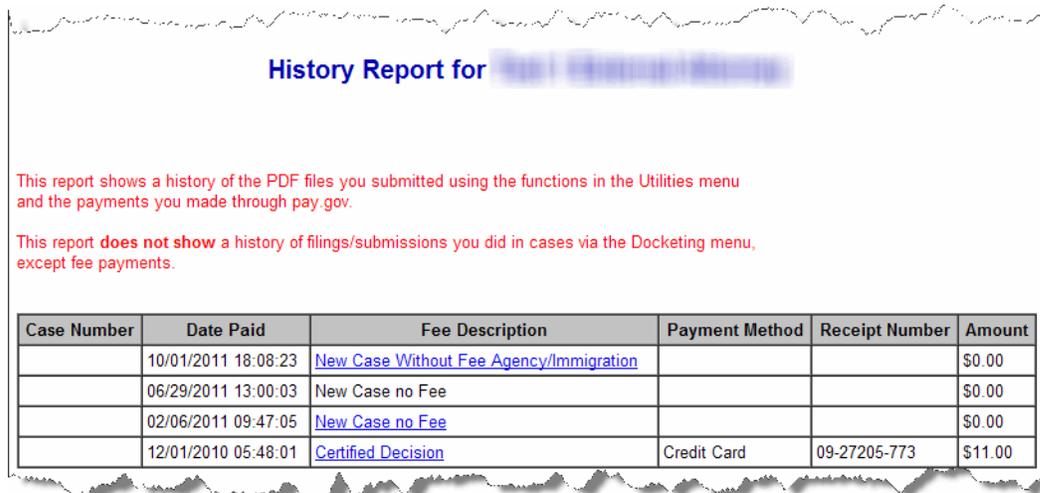
### To review your submissions

- In the Startup Page window, from the menu bar, choose **Reports > History Report**.

A new browser window or browser tab opens with the report. A sample report is shown in Figure 31.

This report shows a history of the PDF files you submitted using the functions in the Utilities menu and the payments you made through Pay.gov. This report does not show a history of filings or submissions you did in cases via the **Filing** menu, *except* fee payments.

**Figure 31.** Hlstory Report



**History Report for [redacted]**

This report shows a history of the PDF files you submitted using the functions in the Utilities menu and the payments you made through pay.gov.

This report **does not show** a history of filings/submissions you did in cases via the Docketing menu, *except* fee payments.

Case Number	Date Paid	Fee Description	Payment Method	Receipt Number	Amount
	10/01/2011 18:08:23	<a href="#">New Case Without Fee Agency/Immigration</a>			\$0.00
	06/29/2011 13:00:03	New Case no Fee			\$0.00
	02/06/2011 09:47:05	<a href="#">New Case no Fee</a>			\$0.00
	12/01/2010 05:48:01	<a href="#">Certified Decision</a>	Credit Card	09-27205-773	\$11.00

---

# 4 An Overview of Filing

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The topics listed below describe the process of filing in ECF. In ECF, you use the **Filing** menu to start filing a document.

- “Completing an Electronic Filing” on page 50
- “Finding and Selecting the Filing Type” on page 57
- “Selecting the Filing Party” on page 58
- “Selecting Related Previous Entries for a Filing” on page 61
- “Selecting Reliefs for a Filing” on page 59
- “Checking a PDF File Before Filing” on page 63
- “Attaching PDF Documents to Filings” on page 65
- “Checking the Service List for a Case” on page 68

# Completing an Electronic Filing

You start the filing process by opening the File a Document window.

1. From the **Filing** menu, choose **File a Document**.

The File a Document window, shown in Figure 32, opens.

**Figure 32.** File a Document Window

The screenshot shows a web browser window titled "Filing Click a category on the left to see a list of documents you can file". The browser's address bar and menu items (Filing, Reports, Utilities, Logout, Help) are visible. The main content area is titled "Case 66-999 ABC Fiction Team v. AAA Fiction Widget Company" and "File a Document".

On the left side, there is a vertical navigation bar labeled "CM/ECF Appellate".

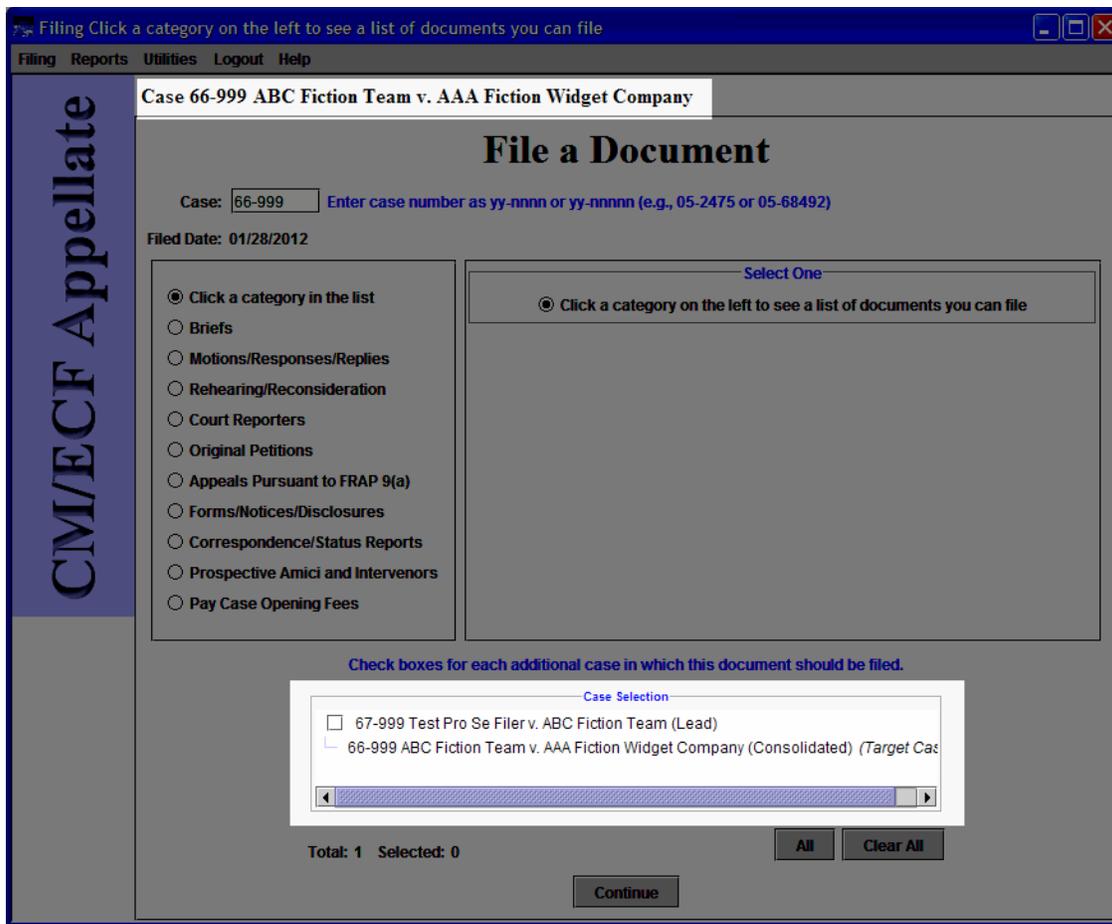
The main form contains the following elements:

- Case:** 66-999 (with a text prompt: "Enter case number as yy-nnnn or yy-nnnnn (e.g., 05-2475 or 05-68492)")
- Filed Date:** 01/28/2012
- Category Selection:** A "Select One" dropdown menu with a radio button and the text "Click a category on the left to see a list of documents you can file".
- Document Categories (Radio Buttons):**
  - Click a category in the list
  - Briefs
  - Motions/Responses/Replies
  - Rehearing/Reconsideration
  - Court Reporters
  - Original Petitions
  - Appeals Pursuant to FRAP 9(a)
  - Forms/Notices/Disclosures
  - Correspondence/Status Reports
  - Prospective Amici and Intervenors
  - Pay Case Opening Fees
- Case Selection:** A section with the instruction "Check boxes for each additional case in which this document should be filed." containing a list of cases:
  - 67-999 Test Pro Se Filer v. ABC Fiction Team (Lead)
  - 66-999 ABC Fiction Team v. AAA Fiction Widget Company (Consolidated) (Target Case)
- Summary:** "Total: 1 Selected: 0"
- Buttons:** "All", "Clear All", and "Continue".

- In the **Case** field, type the number of the case for which you are entering the filing and press the Tab key.

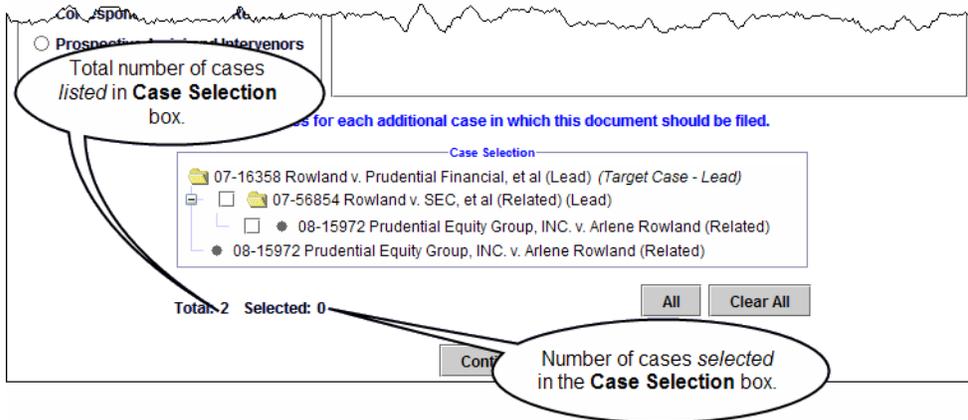
Notice that the case number and title now appear below the menu bar in the File a Document window. In addition, the case number and title appear in the **Case Selection** box in the lower part of the window. The highlighted areas in [Figure 33](#) indicate where the case information appears.

**Figure 33.** File a Document Window With Case Information



3. If other case numbers appear in the **Case Selection** box (another example is shown in [Figure 34](#)), make sure that you select the checkboxes for those *additional* cases where you want to enter your filing; this is **in addition** to the case that you entered in the **Case** field.

**Figure 34.** Multiple Cases in Case Selection Box



You are now ready to find the filing type so you can enter your filing.

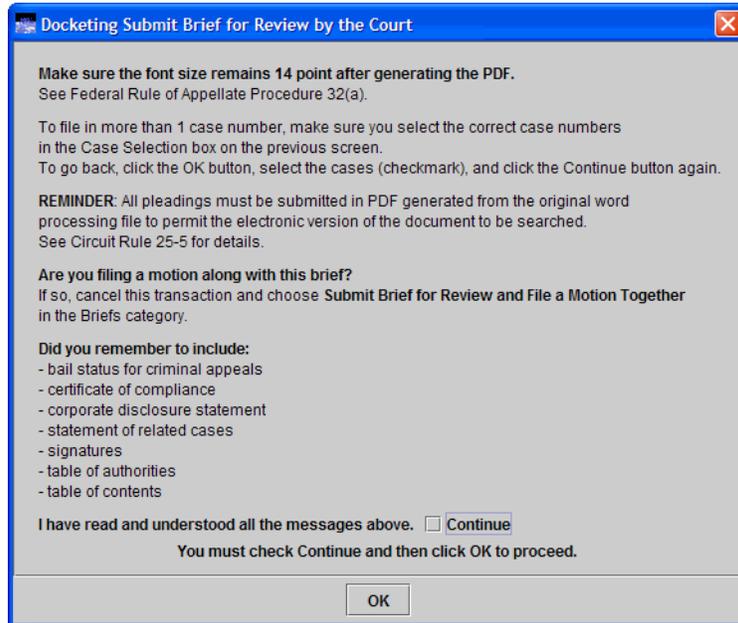
4. Use the information in “[Finding and Selecting the Filing Type](#)” on page 57 to make your selections to identify the type of filing you are entering.
5. Click the **Continue** button.

A warning dialog box opens.

- Carefully review the information in the dialog box, select the **Continue** checkbox, and click the **OK** button.

An example of a warning dialog box that opens when you submit a brief is shown in [Figure 35](#).

**Figure 35.** Warning Dialog Box



A screen opens where you enter details about the filing.

- Use the information in the topics below to determine how to complete the different areas in the screen.
  - “Selecting the Filing Party” on page 58
  - “Selecting Reliefs for a Filing” on page 59
  - “Selecting Related Previous Entries for a Filing” on page 61
  - “Attaching PDF Documents to Filings” on page 65
  - “Checking the Service List for a Case” on page 68

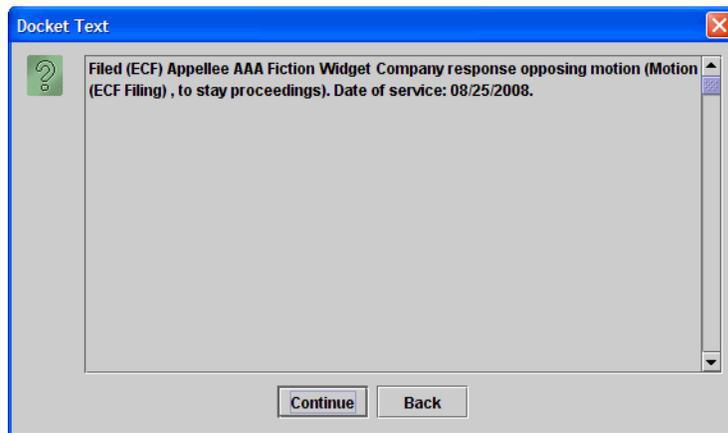
8. After you complete information in a details screen, click the **Continue** button.

If more information is needed for the filing, another details screen opens. In this case, fill in the necessary information and click the **Continue** button again.

When you have entered all the information for the filing, the Docket Text dialog box opens. An example of the Docket Text dialog box, for a response opposing a motion, is shown in [Figure 36](#).

The Docket Text dialog box shows you the text of the entry as it will appear on the docket once you complete the filing. You **cannot** change the text in this dialog box.

**Figure 36.** Docket Text Dialog Box



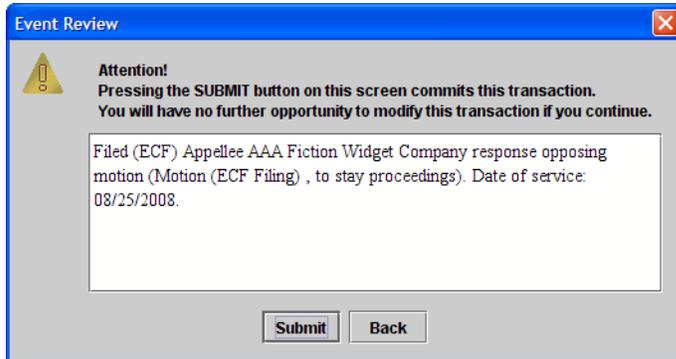
**TIP:** If you realize that you need to make changes to the filing, you can click the **Back** button to step back in the filing.

9. Click the **Continue** button.

The Event Review dialog box opens. Even though the background of the window is white, you **cannot** change the text in this dialog box. An example of the Event Review dialog box is shown in [Figure 37](#) on page 55.

**TIP:** If you realize that you need to make changes to the filing, you can click the **Back** button to step back in the filing.

**Figure 37.** Event Review Dialog Box

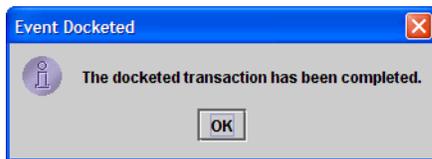


**CAUTION:** This is the “point of no return.”

10. Click the **Submit** button to confirm your filing.

The Event Docketed message dialog box, shown in [Figure 38](#), opens.

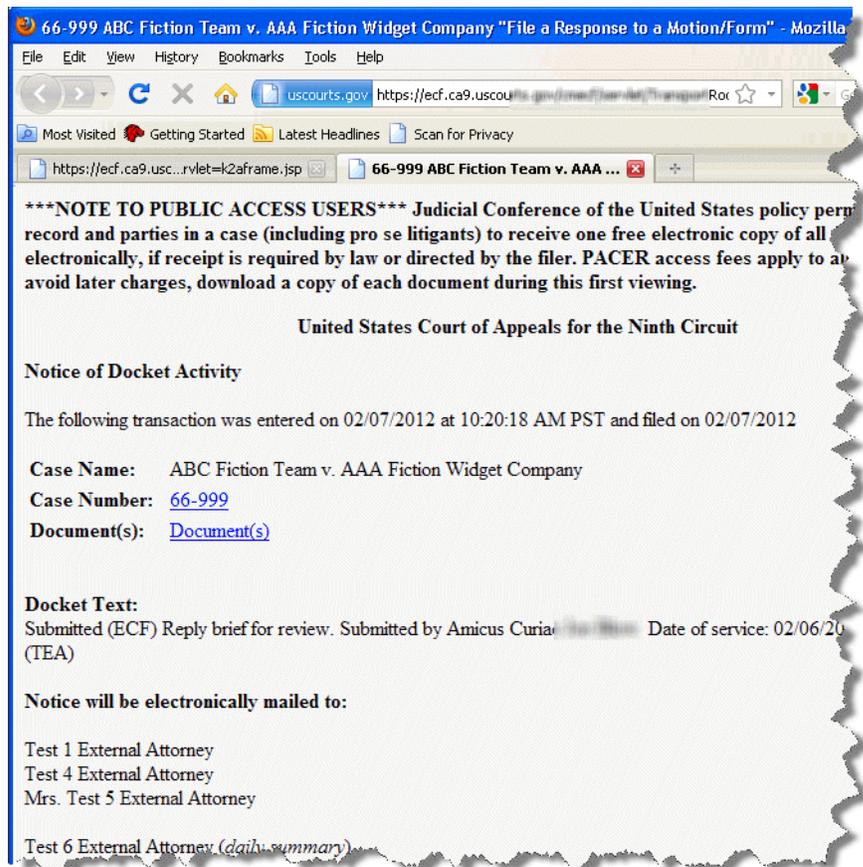
**Figure 38.** Event Docketed Dialog Box



**11. Click the OK button.**

A browser window opens with the notice of docket activity for your filing. An example of a browser window with a notice of docket activity is shown in [Figure 39](#).

**Figure 39.** Notice of Docket Activity for Filing



**TIP:** If you are not seeing the notice in a new browser window or tab, check your pop-up blocker settings. You must allow pop-ups from the Court's site.

This completes the filing process.

## Finding and Selecting the Filing Type

The File a Document window has two areas that let you select the type of filing. Those areas are highlighted in Figure 40.

This document refers to the area on the left as the **categories** list, and the area on the right as the **filing types** list. The **filing types** list is labeled **Select One**.

When you click a category in the **categories** list, a list of filing types appears in the area labeled **Select One**.

For example, to file a motion, you would select the **Motions/Responses/Replies** radio button in the **categories** list, and then select the **File a Motion** in the filing types list.

Figure 40. Filing Type

The screenshot shows the 'File a Document' window. The title bar reads 'Filing File a Motion'. The menu bar includes 'Filing', 'Reports', 'Utilities', 'Logout', and 'Help'. The main content area is titled 'File a Document' and includes a case number input field. The left sidebar is labeled 'CMI/ECF Appellate'. The 'Categories list' on the left has the following options:

- Click a category in the list
- Briefs
- Motions/Responses/Replies
- Rehearing/Reconsideration
- Court Reporters
- Original Petitions
- Appeals Pursuant to FRAP 9(a)
- Forms/Notices/Disclosures
- Correspondence/Status Reports
- Prospective Amici and Interveners
- Pay Case Opening Fees

The 'Filing types list' on the right, titled 'Select One', has the following options:

- Click a filing type below, then click the Continue button
- File a Motion
- File a Response to a Motion/Form
- File a Motion and a Response to a Motion Together
- File a Reply to a Response to a Motion
- File a Response to an Order to Show Cause
- File a Response to a Court Order
- File a Reply to a Response to an Order to Show Cause
- File a Reply to a Response to a Court Order
- File a Motion for Reconsideration from Dispositive Order
- File a Motion for Reconsideration from Non-Dispositive Order

Below the lists, there is a section for 'Case Selection' with checkboxes for additional cases to be filed. At the bottom, there are buttons for 'All', 'Clear All', and 'Continue'. A status bar at the bottom left shows 'Total: 1 Selected: 0'.

## Selecting the Filing Party

When you file a document, you will have to identify the parties that you represent in the appeal. If you are a pro se filer, you must identify yourself at this stage of the process. You identify the parties in the **Party Filer** area. The **Party Filer** area shows a list of all the parties in a case. If you are a pro se filer, your name will appear in this area.

Figure 41 shows an example of the **Party Filer** area without any selections. To select an entry, you must click the checkbox to the left of the **Filer** column. When a filer is selected, a checkmark appears in the checkbox and the row is highlighted. In Figure 42, the filer *ABC Fiction Team* is selected.

**Figure 41.** Party Filer Area - No Selections

**Party Filer**

Select the parties you represent or, if you are Pro Se, select your entry by selecting the checkbox to the left of the Filer column.

<input type="checkbox"/>	Filer	Type	Case Number	Short Title
<input type="checkbox"/>	ABC Fiction Team	Appellant-Plaintiff	66-999	ABC Fiction Team v...
<input type="checkbox"/>	AAA Fiction Widget Company	Appellee-Defendant	66-999	ABC Fiction Team v...

Display All Parties All Cases Select All Clear All

**Figure 42.** Party Filer Area - Selection Made

**Party Filer**

Select the parties you represent or, if you are Pro Se, select your entry by selecting the checkbox to the left of the Filer column.

<input type="checkbox"/>	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	ABC Fiction Team	Appellant-Plaintiff	66-999	ABC Fiction Team v...
<input type="checkbox"/>	AAA Fiction Widget Company	Appellee-Defendant	66-999	ABC Fiction Team v...

Display All Parties All Cases Select All Clear All

**TIP:** You can use the **Select All** and **Clear All** buttons to select or clear all the entries in the list in the **Party Filer** area.

### Filing Joint Documents

If you are filing a joint document on behalf of multiple parties, select all the parties who joined in the document.

## Selecting Reliefs for a Filing

When you file a motion, you must select at least one relief. A relief describes your motion for the Court. You select reliefs in the **Relief** area.

Figure 43 shows an example of the **Relief** area without any selections.

**Figure 43.** Relief Area - No Selections

The screenshot shows the "Relief" section of a filing interface. At the top, there are instructions: "Use the drop-down lists to find the relief then click Apply to select a relief. Repeat as needed for each relief. Use the Up and Down buttons to reorder selected reliefs." Below the instructions are two drop-down menus: "Category" (set to "(all reliefs)") and "Description" (empty). To the right of these is an "Apply" button. Below the input fields is a section titled "Selected Reliefs" which contains a table with two columns: "Entry" and "Cases". The table is currently empty. To the right of the table are four buttons: "Up", "Down", "Remove", and "Clear All". Below these buttons is a "Total: 0" label.

### To select a relief

1. From the **Category** drop-down list, select a category of reliefs.

Selecting a value from the **Category** drop-down list filters the values available in the **Description** drop-down list. An example of the **Category** drop-down list, in expanded state, is shown in Figure 44.

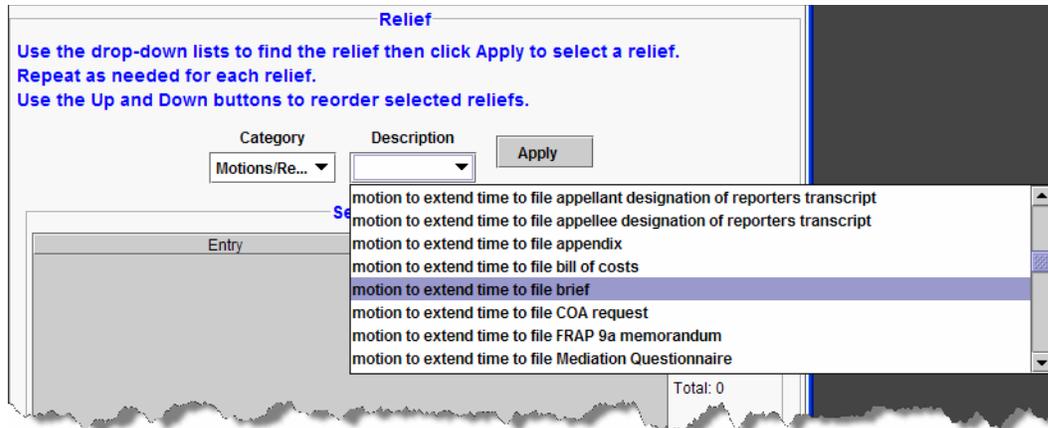
**Figure 44.** Relief Area - Category Drop-Down List

This screenshot is similar to Figure 43 but shows the "Category" drop-down list expanded. The "Category" menu is open, showing a list of options: "(all reliefs)" (highlighted), "Motions/Responses/Replies", and "Reliefs". The "Description" menu remains empty. The "Apply" button and the "Selected Reliefs" table are also visible, though the table is still empty. The bottom of the interface has a decorative, torn-edge effect.

- From the **Description** drop-down list, select a relief.

An example of the **Description** drop-down list, in expanded state, is shown in [Figure 45](#).

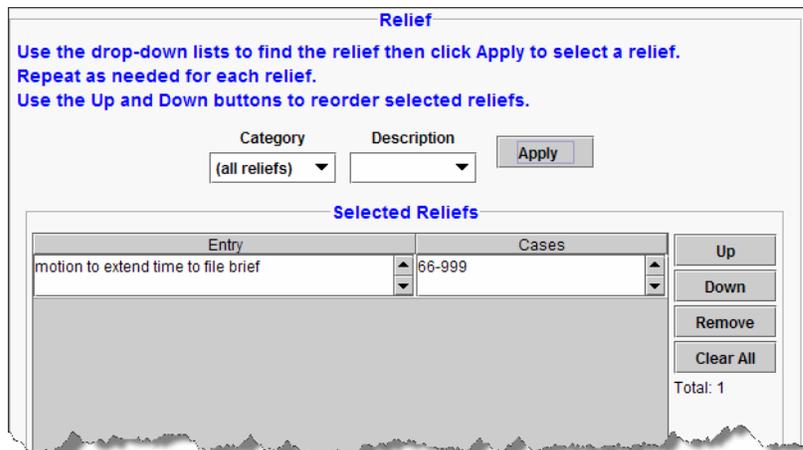
**Figure 45.** Relief Area - Description Drop-Down List



- Click the **Apply** button.

Your selection now appears in the Selected Reliefs list, as shown in [Figure 46](#).

**Figure 46.** Relief Area - Relief Selected



**TIP:** You can use the **Remove** button to remove one selected entry, or the **Clear All** button to clear all the entries in the list.

- To add another relief, repeat [Step 1](#) - [Step 3](#).

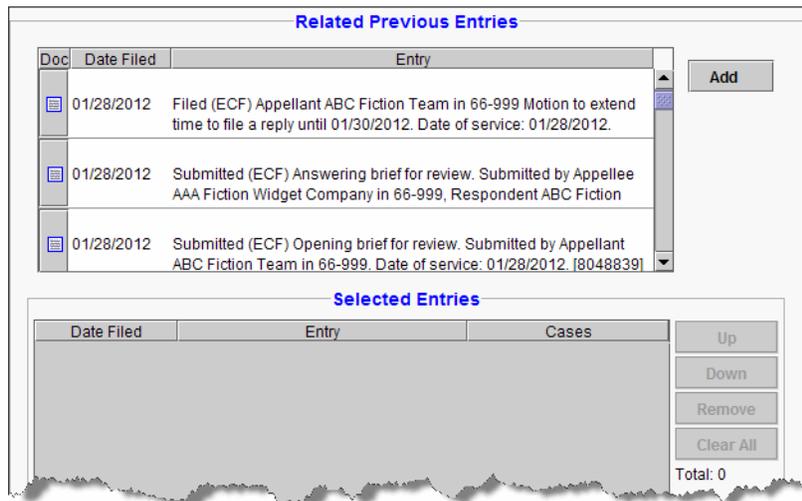
## Selecting Related Previous Entries for a Filing

In some types of filings, such as responses, you may be required to select the entry to which your filing applies. You do this using the **Related Previous Entries** area.

Figure 47 shows an example of the **Related Previous Entries** area without any selections. You can click the document or lock icon in the **Doc** column to see the document that is attached to the entry on the Court's docket. You may have to log in to PACER if you are not already logged in.

A lock icon instead of a document icon means that the document or documents attached to the filing are visible only to case participants.

**Figure 47.** Related Previous Entries Area - No Selections

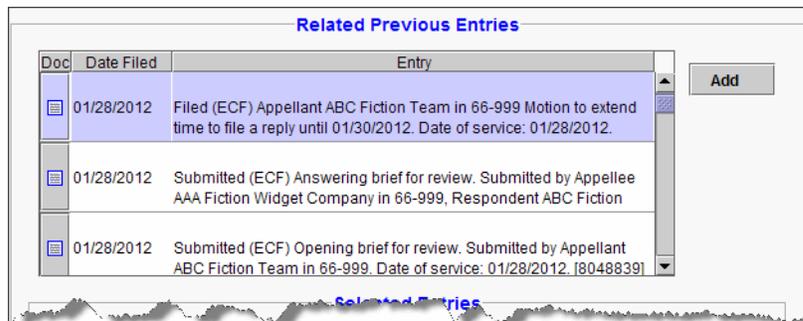


### To select a previous entry

1. In the list of entries, click the entry to which your filing applies.

The system highlights your selection. In Figure 48, the first entry in the list is highlighted.

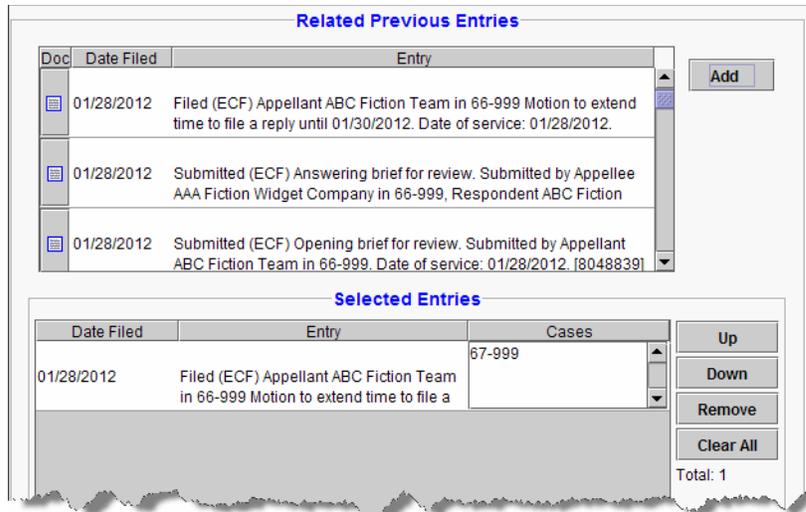
**Figure 48.** Related Previous Entries Area - Entry Highlighted



2. Click the **Add** button.

The system adds your selection to the **Selected Entries** list. An example is shown in [Figure 49](#).

**Figure 49.** Related Previous Entries Area - Selected Entries List



**TIP:** You can use the **Remove** button to remove one selected entry, or the **Clear All** button to clear all the entries in the list.

## Checking a PDF File Before Filing

Appellate ECF lets you check your PDF file(s) to ensure they will be accepted by the system when you enter your filing.

### To check a PDF file

1. From the **Utilities** menu, choose **Check PDF Document**.

The Select the file to inspect for PDF filing requirements dialog box opens.

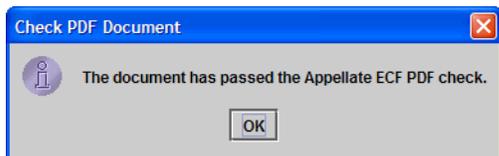
By default, this dialog box points to the last location you accessed to attach documents from within Appellate ECF.

2. Navigate to and select the PDF file you want to check.
3. Click the **Open** button.

The dialog box where you selected the PDF closes and the system runs the check in the background. When the check is complete, a message box opens with the results.

If the file passes the check, you will see the message box show in [Figure 50](#). Otherwise, you will see an error message. The two possible error messages are described below.

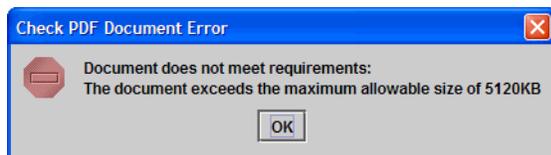
**Figure 50.** PDF Passed Check



### Error: File Too Large

If the file is too large, you will see an error message telling you that the document exceeds the maximum allowable size. In this case, you will have to split your PDF into parts that are not larger than the limit mentioned in the error message. This should only happen for scanned documents, not your main pleading. Your main pleading must be in searchable PDF created directly from your word processing application, not scanned.

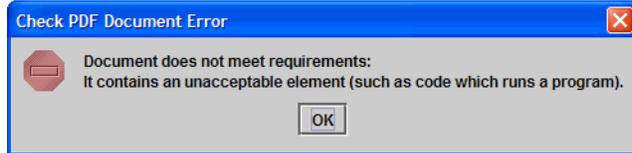
**Figure 51.** PDF is Too Large



### **Error: File Contains Active Content**

If the file has active content (a script or something else that may affect security in the Appellate ECF system), you will see the message shown in [Figure 52](#). To fix this issue, you will have to optimize the PDF to remove any active content. Consult the documentation for the software you used to create the PDF file.

**Figure 52.** PDF Contains Active Content

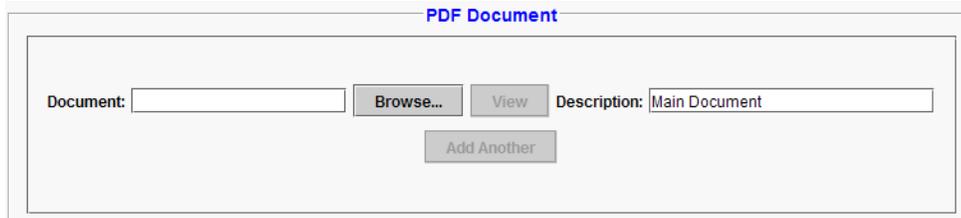


## Attaching PDF Documents to Filings

In ECF, you must always attach a PDF when you file a document. You attach documents to an event using the **PDF Document** area, shown in [Figure 53](#).

**CAUTION:** Each PDF that you attach to your filing may not exceed the current size limit (at the Startup Page window, click the Court Information link to see the current size limit). All your pleadings must be in searchable PDF format, per Circuit Rule 25-5.

**Figure 53.** PDF Document Area

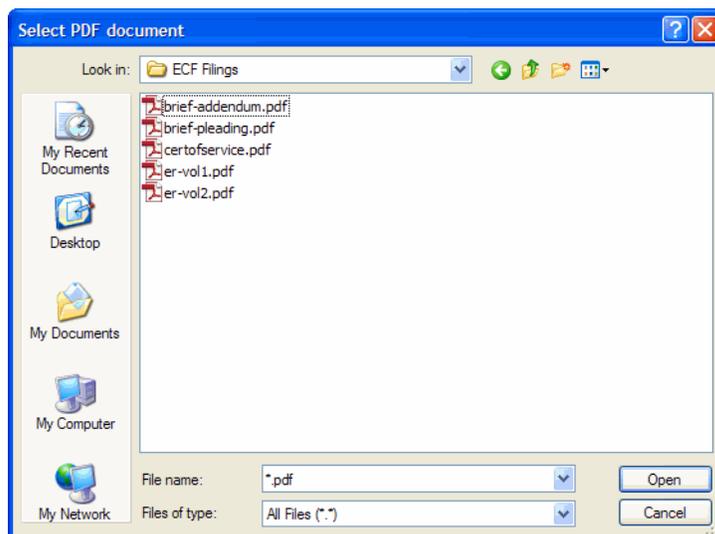


### To attach a document

1. In the **PDF Document** area, click the **Browse** button.

The Select PDF document dialog box opens. An example of this dialog box is shown in [Figure 54](#). By default, the Select PDF document dialog box points to the last location you accessed to attach documents from within ECF.

**Figure 54.** Select PDF document Dialog Box



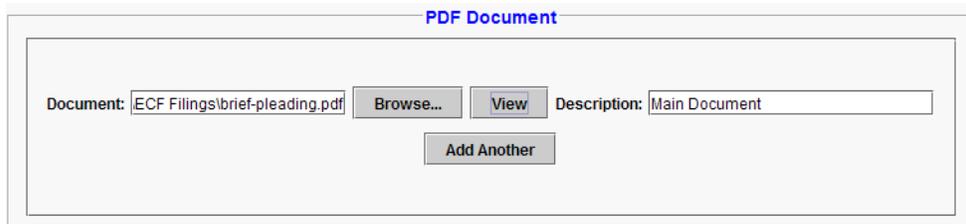
2. Navigate to and select the PDF file you want to attach.

3. Click the **Open** button.

The Select PDF document dialog box closes and ECF shows the file you selected, with the full path, in the **Document** field. The default **Description** for the document is `Main Document`. An example is shown in [Figure 55](#).

**TIP:** You can click the **View** button to review the PDF and make sure you attached the correct document.

**Figure 55.** PDF Document Area With One Document Selected for Upload

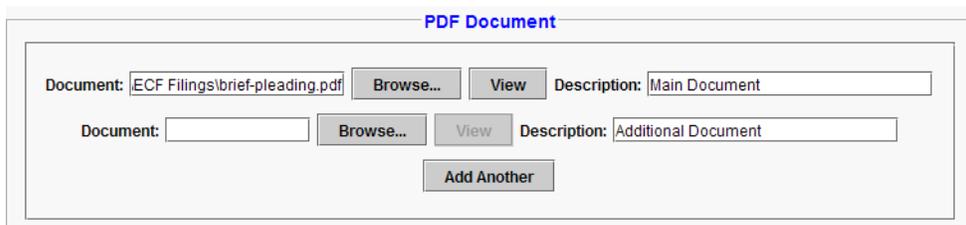


4. To attach another document, such as the certificate of service or a declaration in support of a motion, click the **Add Another** button.

**NOTE:** The certificate of service does not need to be a separate document. The certificate of service can be part of the main document that you attach to the filing.

The **PDF Document** area expands to include another **Document** field, another **Browse** button, and a **Description** field for the second document, as shown in [Figure 56](#). The default **Description** for each additional document is `Additional Document`.

**Figure 56.** PDF Document Area After Clicking Add Another

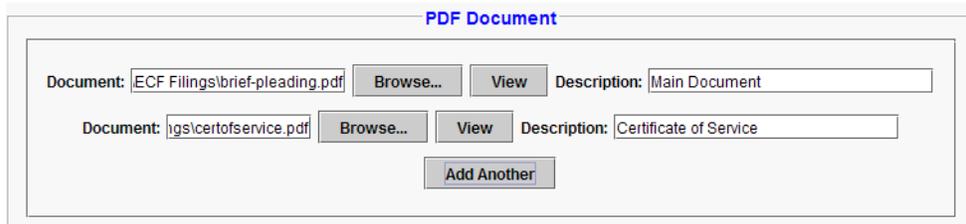


5. Click the **Browse** button that was just added.
6. In the Select PDF document dialog box, navigate to and select the next PDF file you want to attach.
7. Click the **OK** button.

8. In the **Description** field next to the file that you just added, change the default description or leave the default.

**TIP:** If you attached a certificate of service, you could type Certificate of Service, as shown in the example in [Figure 57](#).

**Figure 57.** PDF Document Area With Description Field Completed For Standard Form



The screenshot shows a window titled "PDF Document" containing two rows of document information. Each row has a "Document:" label followed by a text box containing a file path, a "Browse..." button, a "View" button, a "Description:" label, and a text box containing a description. The first row shows the file path "ECF Filings\brief-pleading.pdf" and the description "Main Document". The second row shows the file path "jgs\certofservice.pdf" and the description "Certificate of Service". Below these rows is an "Add Another" button.

9. To attach another document, return to [Step 4 on page 66](#).

## Checking the Service List for a Case

Before you file a document, make sure you review the service list for the case or cases so you know which attorneys or parties to serve by US Mail. You can check the service list for a case at any time.

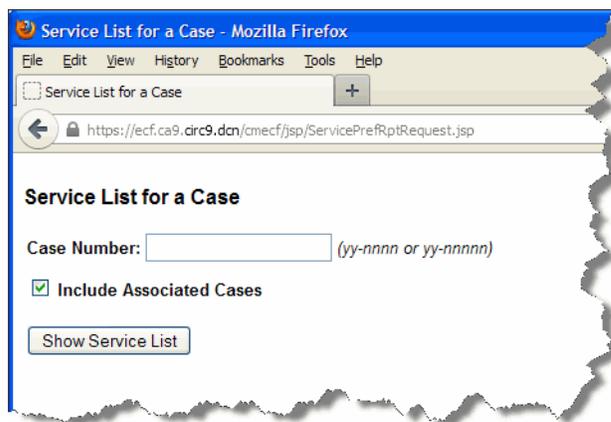
**TIP:** If you find that you cannot access the service list for a case, a pop-up blocker may be at work in your browser. The best way to check is to turn on the sound on your system, then try to access the Service List (**Reports > Service List**) or the Help (**Help > Help**), you should hear a distinctive “ding” which indicates that there is something blocking a web page from opening. Make sure you change the pop-up blocker settings to allow all pop-ups from our site.

### To check the service list for a case

1. From the **Reports** menu, choose **Service List**.

A new browser window opens. An example of what appears in the page is shown in [Figure 58](#).

**Figure 58.** Request Service List Page



2. In the **Case Number** field, type the case number.

**NOTE:** The **Include Associated Cases** checkbox is selected by default. If you do not want to include associated cases, clear the checkbox.

3. Click the **Show Service List** button.

The service list for the case is shown in the browser window. An example of the report is shown in Figure 59.

**CAUTION:** If you try to see the service for a sealed case, the system will tell you that it cannot find the case.

Figure 59. Service List for a Case

Service List Report for Case 10-15001 - Mozilla Firefox

Return to Service List Page

Service List for Case: [10-15001](#) Victor Lemus et al v. Deutsche Bank National Trustee et al

Current Associated Cases: none

**CAUTION:** If the word *Active* is in the **ECF Filing Status** column, then your electronic filing will constitute service to the party. If *Not Registered, Exempt, Exemption Expired, Pending, Rejected, or Suspended* appears in the **ECF Filing Status** column (or it is blank), then you must service this party by US Mail.

Contact Info	Case Number/s	Service Preference	ECF Filing Status
Jeffrey Houser & Allison HOUSER & ALLISON Irvine, CA 92618 Email:	<a href="#">10-15001</a>	Email	Active
Estella Las Vegas, NV 89139	<a href="#">10-15001</a>	US Mail	

- If the word *Active* is in the **ECF Filing Status** column, then your electronic filing will constitute service to the party.
- If *Not Registered, Exempt, Pending, Rejected, or Suspended* is in the **ECF Filing Status** column (or the column is blank), then you must serve this party by US Mail.

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# 5 Paying the Case Opening Fee for an Original Petition

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After an original petition (such as petitions for review or petitions for writ of mandamus) has been opened in the Court and you have a case number, you can pay the \$450.00 filing fee using Appellate ECF and your credit card.

**CAUTION:** Before you start, you must ensure that there are no pop-up blockers that prevent you from seeing the payment page. The payment window from Pay.gov opens in a new browser window or browser tab.

The easiest way to check is to turn on the sound on your system, then try to access the Service List (Reports > Service List). If you hear a distinctive “ding,” you know that something is blocking the web page from opening. Make sure you change the pop-up blocker settings to allow all pop-ups from the Court’s site.

## ***To pay the case opening fee for an original petition***

1. In the Startup Page window, from the menu bar, choose **Filing > File a Document**.

The File a Document window opens. For a description of the File a Document window, see “Finding and Selecting the Filing Type” on page 57.

2. In the upper part of the window, in the **Case** field, type the case number and press the Tab key.

**TIP:** Notice that the case number and title now appear below the menu bar in the File a Document window. In addition, the case number and title appear in the Case Selection box in the lower part of the window. The Case Selection box also lists all other cases associated to the case for which you entered the case number in the Case field.

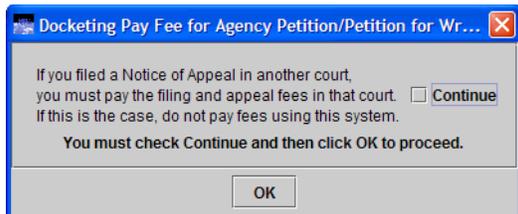
3. In the categories list, select the **Pay Case Opening Fees** radio button.

The right part of the window is updated to show the only filing type available in this category: **Pay Fee for Agency Petition/Petition for Writ of Mandamus**.

4. Click the **Continue** button.

A dialog box opens to remind you that if you filed a notice of appeal in another court, you must pay the filing and appeal fees in that court. An example of that dialog box is shown in Figure 60.

**Figure 60.** Submit Brief for Review by the Court - Warning Dialog Box



5. Carefully review the message and when you are done, select the **Continue** checkbox button at the bottom of the dialog box and then click the **OK** button.

A screen opens where you must enter additional information about the payment that you are about to submit.

6. In the **Party Filer** area, select the party or parties you represent by selecting the checkbox to the left of the **Filer** column.

**NOTE:** If you are a Pro Se filer, select your name in the list.

7. Click the **Pay Now** button.

A new browser window or browser tab opens so that you can enter and submit your credit card information. The new browser window or tab may not automatically come to the front of your workspace. An example of a browser tab with the *Step 1: Enter Payment Information* page is shown in [Figure 61](#).

**CAUTION:** You are now connected to Pay.gov.

**Figure 61.** Online Payment, Step 1

The screenshot shows a web browser window with the URL <https://ecf.ca9.uscourts.gov...> and a tab titled "Online Payment". The page content includes:

- Online Payment** (with a link to "Return to your originating application")
- Step 1: Enter Payment Information** (with a page indicator "1 | 2")
- Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)**
- Required fields are indicated with a red asterisk \*
- Account Holder Name: Orson Athanasi \*
- Payment Amount: \$450.00
- Billing Address: 123 Any Street \*
- Billing Address 2: (empty)
- City: Any City
- State / Province: California - CA
- Zip / Postal Code: 12345
- Country: United States \*
- Card Type: (dropdown menu) \*
- Card Number: (input field) \* (Card number value should not contain spaces or dashes)
- Security Code: (input field) [Help finding your security code](#)
- Expiration Date: (dropdown) \* / (dropdown) \*
- Attorney Name: (input field) \*
- Contact Telephone Number: (input field) \*
- Person Completing Transaction: (input field) \*

At the bottom, there is a note: "Select the 'Continue with Plastic Card Payment' button to continue to the next step in the Plastic Card Payment Process." Below this note are two buttons: "Continue with Plastic Card Payment" and "Cancel".

A yellow note at the bottom of the page reads: "Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible."

8. Verify, change, and enter the information in the *Step 1: Enter Payment Information* page.
  - a. Verify and change the information in the **Account Holder Name** field and the billing address fields as needed.
 

**CAUTION:** The name and address shown here are the name and address associated with your Appellate ECF account. If you are going to use a credit card that is not linked to the address we have on file for you, you must update the billing address.
  - b. Complete the **Card Type**, **Card Number**, **Security Code** and **Expiration Date** fields.
  - c. In the **Attorney Name** field, type the name of the attorney who logged in to ECF.
  - d. Complete the **Contact Telephone Number** and **Person Completing Transaction** fields so that the Court can contact you if there are any issues with the payment.
  - e. Click the **Continue with Plastic Card Payment** button.  
The *Step 2: Authorize Payment* page opens.

An example of a completed *Step 1: Enter Payment Information* page is shown in [Figure 62](#).

**Figure 62.** Online Payment, Step 1, Page Completed

The screenshot shows a web browser window with the URL <https://ecf.ca9.uscourts.gov...> and a tab titled "Online Payment". The page content includes:

- Online Payment** (with a link to "Return to your originating application")
- Step 1: Enter Payment Information** (page 1 of 2)
- Pay Via Plastic Card (PC)** (ex: American Express, Discover, Mastercard, VISA)
- Required fields are indicated with a red asterisk \*
- Account Holder Name:** Orson Athanasi \*
- Payment Amount:** \$450.00
- Billing Address:** 123 Any Street \*
- Billing Address 2:** (empty)
- City:** Any City
- State / Province:** California - CA
- Zip / Postal Code:** 12345
- Country:** United States \*
- Card Type:** Visa \* (Logos for VISA, MasterCard, AMEX, DISCOVER are shown)
- Card Number:** 4222222222222222 \* (Note: Card number value should not contain spaces or dashes)
- Security Code:** 999 (Link: [Help finding your security code](#))
- Expiration Date:** 03 / 2013 \*
- Attorney Name:** Attorney Filer \*
- Contact Telephone Number:** 877-123-9999 \*
- Person Completing Transaction:** Bojidar Macario \*

At the bottom, there is a note: "Select the 'Continue with Plastic Card Payment' button to continue to the next step in the Plastic Card Payment Process." Below this note are two buttons: "Continue with Plastic Card Payment" and "Cancel".

A final note at the bottom of the page reads: "Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible."

9. In the *Step 2: Authorize Payment* page, make sure all the payment information is correct and type your email address(es) in the **Email Address**, **Confirm Email Address**, and **CC** fields.

The email address(es) you enter here will receive a payment confirmation email when the transaction has been processed.

10. Select the checkbox under **Authorization and Disclosure**.

An example of a completed *Step 2: Authorize Payment* page is shown in [Figure 63](#).

**Figure 63.** Online Payment, Step 2, Page Completed

The screenshot displays a web browser window with the URL <https://ecf.ca9.uscourts.gov...> and a tab titled "Online Payment". The page content includes:

- Online Payment** header with a [Return to your originating application](#) link.
- Step 2: Authorize Payment** sub-header with a "1 | 2" indicator.
- Payment Summary** section with an [Edit this information](#) link.
- Address Information** table:
 

Account Holder Orson Name: Athanasi Billing Address: 123 Any Street Billing Address 2: City: Any City State / Province: CA Zip / Postal Code: 12345 Country: USA	Account Information Card Type: Visa Card Number: *****2222 Attorney Name: Attorney Filer Contact Telephone Number: 877-123-999 Person Completing Bojidar Transaction: Macario	Payment Information Payment Amount: \$450.00 Transaction Date 02/18/2011 12:17 and Time: EST
---	---	---
- Email Confirmation Receipt** section:
 

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC:  Separate multiple email addresses with a comma
- Authorization and Disclosure** section:
 

Required fields are indicated with a red asterisk \*

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.  \*

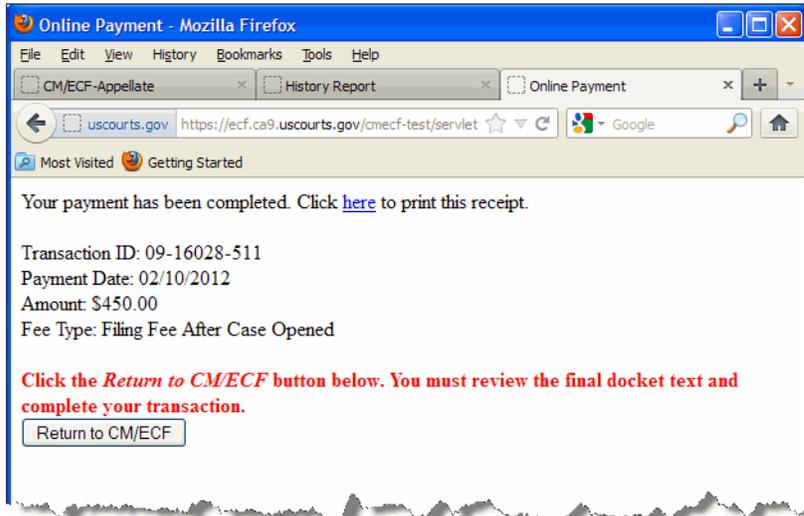
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.
- Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

11. Click the **Submit Payment** button.

**CAUTION:** Wait for Pay.gov to process your payment. Do not click the button again.

When the transaction has completed, a confirmation page opens. An example is shown in Figure 64.

**Figure 64.** Final Confirmation Page



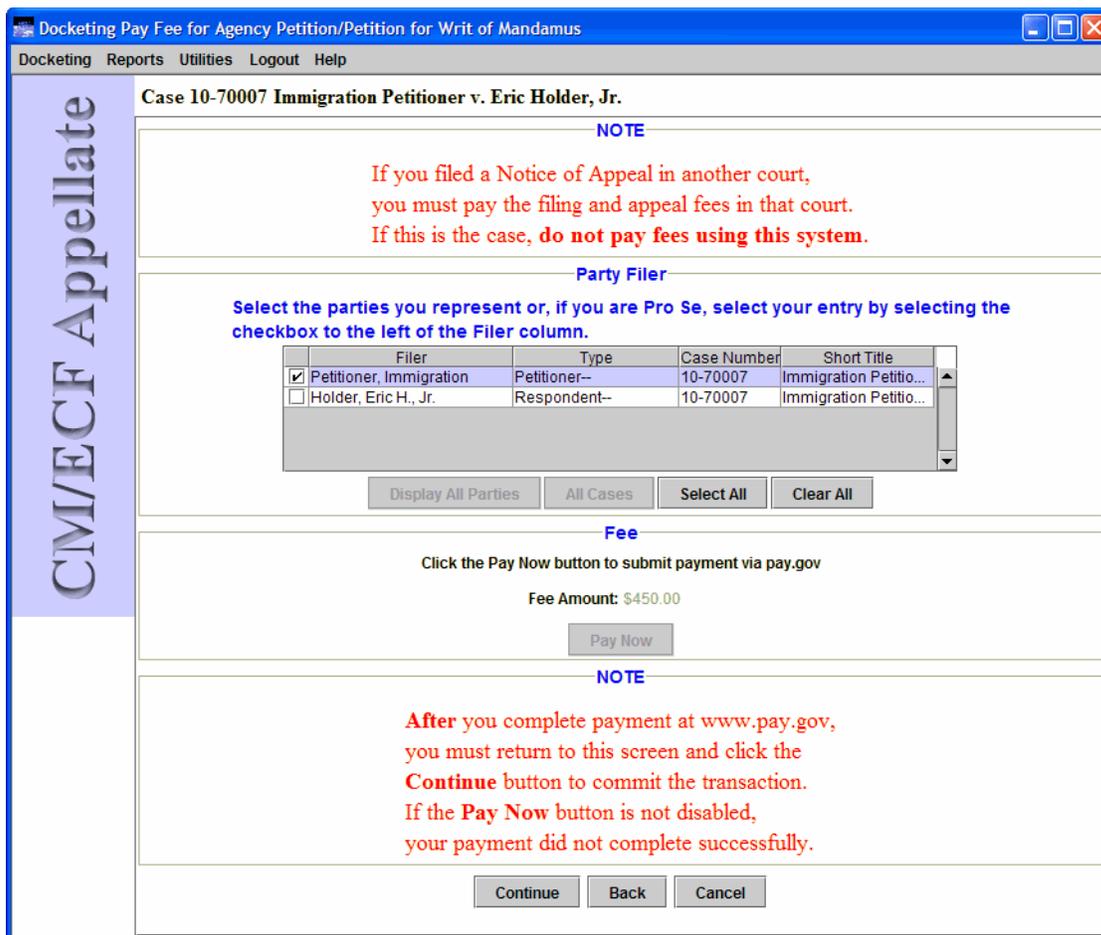
**CAUTION:** Do not close the browser window at this point. Your transaction *will not be committed* into Appellate ECF.

12. Click the **Return to CM/ECF** button.

- Return to the window titled *Filing Pay Fee for Agency Petition/Petition for Writ of Mandamus* window. This is the window where you clicked the **Pay Now** button to submit your payment.

An example is shown in [Figure 65](#). Notice that the **Pay Now** button is no longer enabled because you completed the payment.

**Figure 65.** Filing Window, Payment Completed



14. Click the **Continue** button at the bottom of the screen.

The Docket Text dialog box, shown in [Figure 66](#), opens. This dialog box shows you the text of the entry as it will appear on the docket once you complete the filing. You **cannot** change the text in this dialog box.

**Figure 66.** Submit Brief for Review by the Court - Docket Text Dialog Box

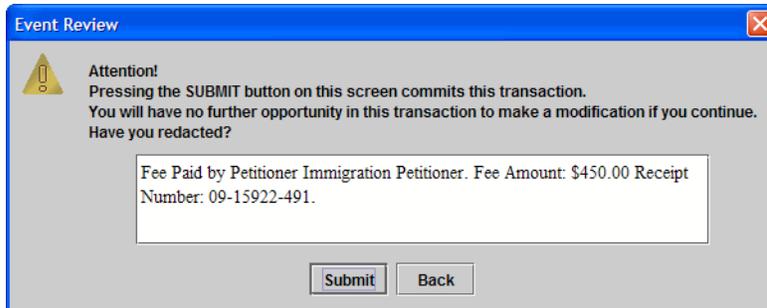


15. Click the **Continue** button.

The Event Review dialog box, shown in [Figure 67](#), opens. Even though the background of the window is white, you **cannot** change the text in this dialog box.

**CAUTION:** This is the “point of no return.” If you made a mistake, click the **Back** button to step back in the filing.

**Figure 67.** Submit Brief for Review by the Court - Event Review Dialog Box



16. Click the **Submit** button to confirm your filing and the payment.

The Event Docketed message dialog box opens.

17. Click the **OK** button.

A browser window or tab opens with the notice of docket activity for your filing.

**NOTE:** If a browser window or browser tab does not open with the notice of docket activity, check the pop-up blocker settings in your browser. The only reason the notice of docket activity does not open is that a pop-up blocker is preventing a window or tab from opening.

18. To review a report of the payments you made, see [“Reviewing Your Submissions”](#) on page 48.

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# 6 Submitting a Brief for Review by the Court

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Before you start, make sure you review the information in “[An Overview of Filing](#)” on page 49, to familiarize yourself with the process of filing something in ECF.

Follow the instructions in this topic to submit a brief (optionally including excerpts of record) for review by the Court.

1. In the Startup Page window, from the menu bar, choose **Filing > File a Document**.

The File a Document window opens. For a description of the File a Document window, see “[Finding and Selecting the Filing Type](#)” on page 57.

2. In the upper part of the window, in the **Case** field, type the case number and press the Tab key.

**TIP:** Notice that the case number and title now appear below the menu bar in the File a Document window. In addition, the case number and title appear in the Case Selection box in the lower part of the window. The Case Selection box also lists all other cases associated to the case for which you entered the case number in the Case field.

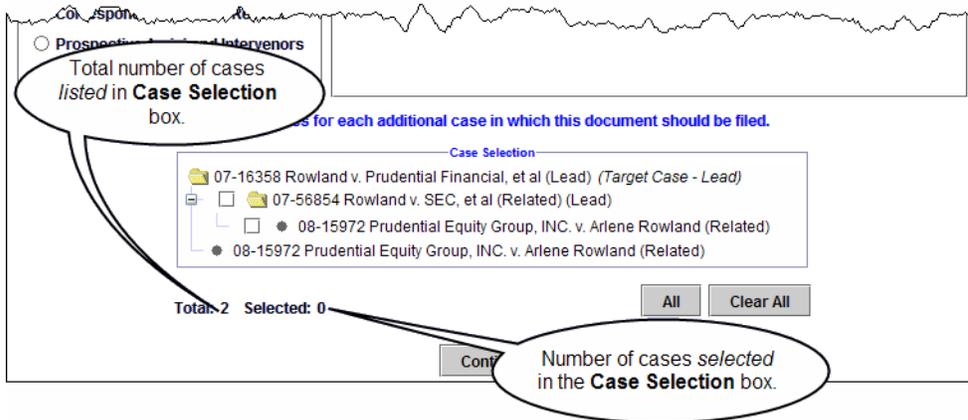
3. In the categories list, select the **Briefs** radio button.

The right part of the window is updated to show a list of possible filings in the **Briefs** category.

4. In the list labeled **Select One**, select the **Submit Brief for Review by the Court** radio button.

- (Optional) If other case numbers appear in the **Case Selection** box (an example is shown in Figure 68), make sure that you select the checkboxes for those *additional* cases where you want to enter your filing; this is **in addition** to the case that you entered in the **Case** field.

Figure 68. Multiple Cases in Case Selection Box

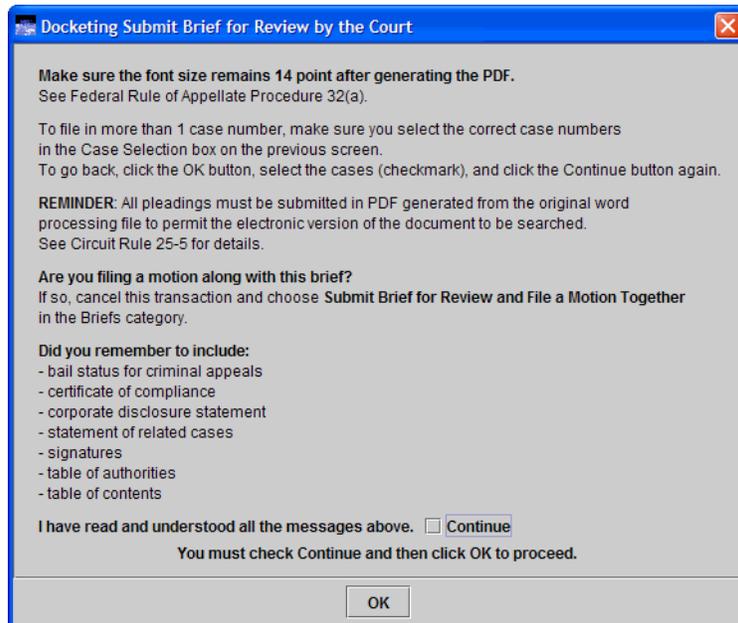


**NOTE:** No matter what type of association is shown in parentheses next to the additional cases, if a case is selected, the filing will be done in the case.

6. Click the **Continue** button.

A dialog box opens with a number of warnings. An example of that dialog box is shown in Figure 69.

**Figure 69.** Submit Brief for Review by the Court - Warning Dialog Box



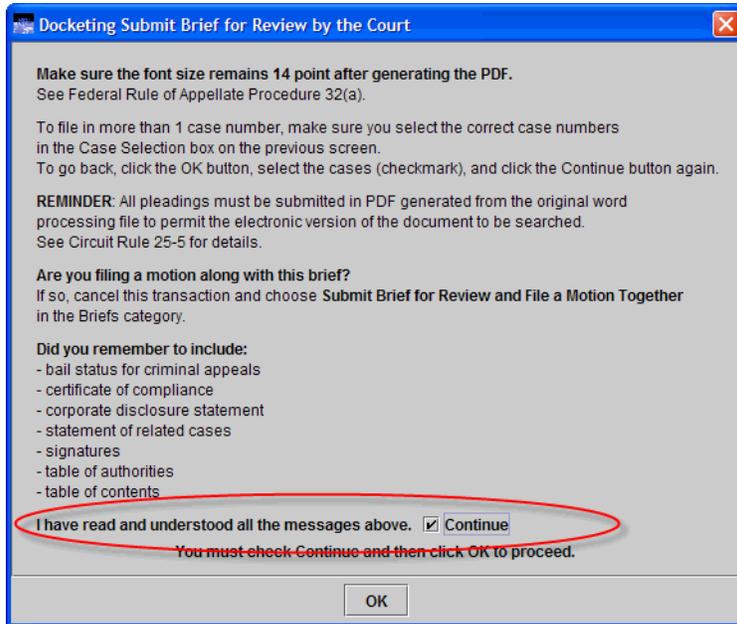
7. Carefully review each message and when you are done, select the **Continue** checkbox button at the bottom of the dialog box to confirm that you have read the messages.

**CAUTION:** If you read a warning and realize that you need to edit your brief, then do not continue with this event. In this case, click the **OK** button without selecting the **Continue** checkbox.

Figure 70 on page 82 shows an example of the warning dialog box with the **Continue** checkbox selected.

**TIP:** If you do not see all the messages or the **OK** button, check your screen settings and make sure you are running at a screen resolution of at least 1024 x 768 pixels.

**Figure 70.** Submit Brief for Review by the Court - Warning Dialog Box - Ready to Continue



8. When you have reviewed all the warnings and selected the **Continue** checkbox, click the **OK** button.

A screen opens where you must enter additional information about the brief (and optionally, the excerpts of record) that you are submitting.

9. In the **Party Filer** area, select the party or parties you represent by selecting the checkbox to the left of the **Filer** column.

Figure 71 shows an example of a Party Filer area with the Appellant party selected.

**NOTE:** If you are a Pro Se filer, select your name in the list.

See “Selecting the Filing Party” on page 58 for step-by-step instructions.

Figure 71. Submit Brief for Review by the Court - Party Filer



The screenshot shows a web interface titled "Party Filer". It contains a table with the following data:

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	ABC Fiction Team	Appellant-Plaintiff	66-999	ABC Fiction Team v...
<input type="checkbox"/>	AAA Fiction Widget Company	Appellee-Defendant	66-999	ABC Fiction Team v...

Below the table are four buttons: "Display All Parties", "All Cases", "Select All", and "Clear All". At the bottom of the interface, there is a link for "Additional Information".

10. From the **Type of Brief** drop-down list, select the correct value.

**CAUTION:** This drop-down list defaults to **Please Select**. You must select another value from the drop-down list.

11. In the **Service Date** field, type the date of service.

**TIP:** Remember to review the service list for the case by choosing **Reports > Service List**. Follow the step-by-step instructions in “Checking the Service List for a Case” on page 68.

At this point, the screen should look similar to what is shown in [Figure 72](#).

**Figure 72.** Submit Brief for Review by the Court - Party Filer, Type of Brief, Service Date Completed

The screenshot shows a web interface for submitting a brief. It features a table with columns for Filer, Type, Case Number, and Short Title. Below the table are buttons for 'Display All Parties', 'All Cases', 'Select All', and 'Clear All'. There is a section for 'Additional Information' with a dropdown for 'Type of Brief' set to 'Opening Brief'. A 'NOTE' section contains instructions to review the 'Service List'. A 'Service' section has a 'Service Date' field with the value '03/21/2013'. The bottom of the interface has a decorative torn-edge effect with another 'NOTE' label.

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> ABC Fiction Team	Appellant-Plaintiff	66-999	ABC Fiction Team v...
<input type="checkbox"/> AAA Fiction Widget Company	Appellee-Defendant	66-999	ABC Fiction Team v...

Display All Parties All Cases Select All Clear All

**Additional Information**  
Type of Brief:  
Opening Brief

**NOTE**  
Make sure you review and use the information in the **Service List** for this case.  
Click the **Reports** menu, click **Service List**, and follow the instructions.

**Service**  
Service Date: 03/21/2013

**NOTE**

12. Use the **PDF Document** area to attach your pleading and any other documents that you want to submit to the Court, including the excerpts of record.

See “Attaching PDF Documents to Filings” on page 65 for step-by-step instructions.

After you have attached all the PDF documents, the lower part of the screen should look similar to what is shown in Figure 73.

**NOTE:** You can use the scroll bar in the PDF Document area to review all the PDF files you attached. To make sure that you attached the correct PDF file, you can click the **View** button to review the PDF.

**Figure 73.** Submit Brief for Review by the Court - Second Page Completed

The screenshot shows a web interface for submitting a brief. At the top, there is a **NOTE** in red text: "To attach another document, such as a Declaration, an Exhibit, or a Certificate of Service, click the **Add Another** button to attach the document and then type in a Description." Below this is another **REMINDER** in red text: "All pleadings must be submitted in PDF generated from the original word processing file to permit the electronic version of the document to be searched. See Circuit Rule 25-5 for details." The main section is titled **PDF Document** and contains a table with three rows of document information. Each row has a 'Document' field with a file path, a 'Browse...' button, a 'View' button, and a 'Description' field. The first row shows 'C:\er-vol1.pdf', 'ER Vol 1'. The second row shows 'C:\er-vol2.pdf', 'ER Vol 2'. The third row shows 'C:\certofservice.pdf', 'Certificate of Service'. Below the table is an 'Add Another' button. Below the PDF Document section is another **NOTE** in red text: "Excerpts of Record: If you attached a PDF of the Excerpts of Record, select the type of excerpts and enter the number of volumes below. If you did not attach a PDF of the Excerpts of Record, leave both fields blank." Below this is the **Additional Information** section, which includes a dropdown menu labeled 'Type Of Excerpts Of Record:' and three buttons: 'Continue', 'Back', and 'Cancel'.

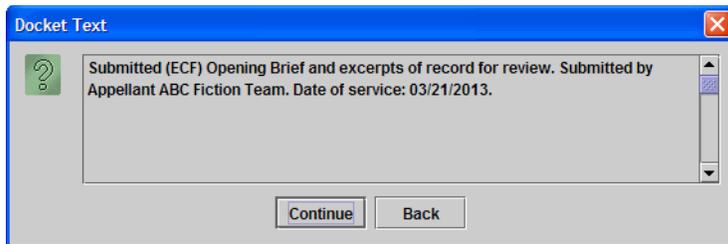
13. If you attached excerpts of record, select the correct type from the **Type Of Excerpts Of Record** drop-down list:

- excerpts of record
- supplemental excerpts of record
- further excerpts of record

14. Click the **Continue** button at the bottom of the screen.

The Docket Text dialog box, shown in [Figure 74](#), opens. This dialog box shows you the text of the entry as it will appear on the docket once you complete the filing. You **cannot** change the text in this dialog box. The example below shows an example for a submission that includes a brief and excerpts of record.

**Figure 74.** Submit Brief for Review by the Court - Docket Text Dialog Box

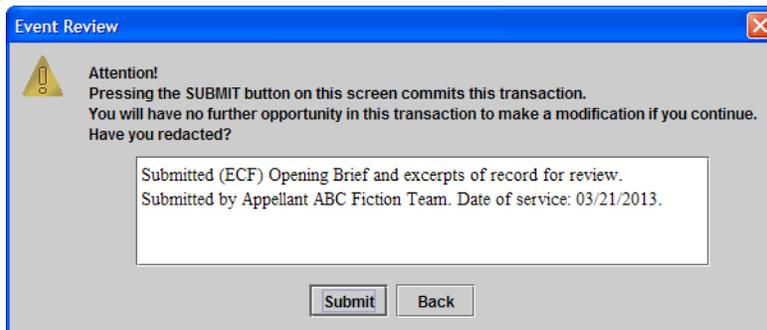


15. Click the **Continue** button.

The Event Review dialog box, shown in [Figure 75](#), opens. Even though the background of the window is white, you **cannot** change the text in this dialog box.

**CAUTION:** This is the “point of no return.” If you made a mistake, click the **Back** button to step back in the filing.

**Figure 75.** Submit Brief for Review by the Court - Event Review Dialog Box



16. Click the **Submit** button to confirm your filing.

The Event Docketed message dialog box opens.

17. Click the **OK** button.

A browser window or tab opens with the notice of docket activity for your filing.

**NOTE:** If a browser window or browser tab does not open with the notice of docket activity, check the pop-up blocker settings in your browser. The only reason the notice of docket activity does not open is that a pop-up blocker is preventing a window or tab from opening.

---

# 7 Filing a Motion

---

Before you start, make sure you review the information in “[An Overview of Filing](#)” on page 49, to familiarize yourself with the process of filing something in ECF.

Follow the instructions in this topic to file a motion.

1. In the Startup Page window, from the menu bar, choose **Filing > File a Document**.

The File a Document window opens. For a description of the File a Document window, see “[Finding and Selecting the Filing Type](#)” on page 57.

2. In the upper part of the window, in the **Case** field, type the case number and press the Tab key.

**TIP:** Notice that the case number and title now appear below the menu bar in the File a Document window. In addition, the case number and title appear in the Case Selection box in the lower part of the window. The Case Selection box also lists all other cases associated to the case for which you entered the case number in the Case field.

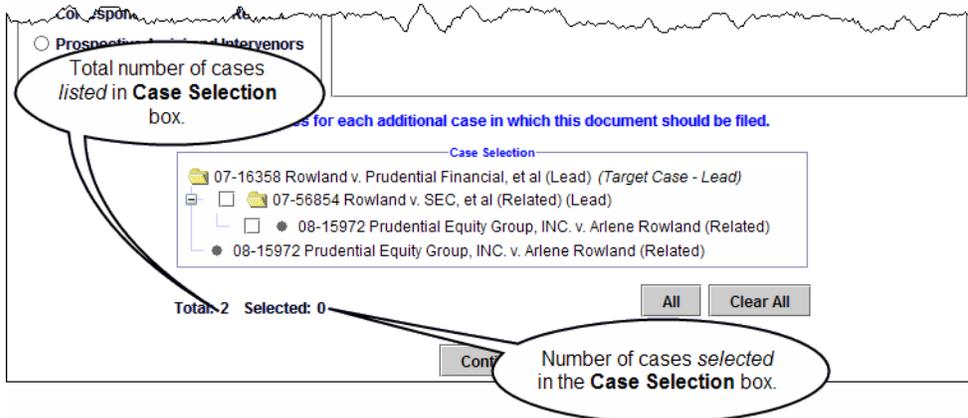
3. In the categories list, select the **Motions/Responses/Replies** radio button.

The right part of the window is updated to show a list of possible filings in the **Motions/Responses/Replies** category.

4. In the list labeled **Select One**, select the **File a Motion** radio button.

- (Optional) If other case numbers appear in the **Case Selection** box (an example is shown in Figure 76), make sure that you select the checkboxes for those *additional* cases where you want to enter your filing; this is **in addition** to the case that you entered in the **Case** field.

Figure 76. Multiple Cases in Case Selection Box

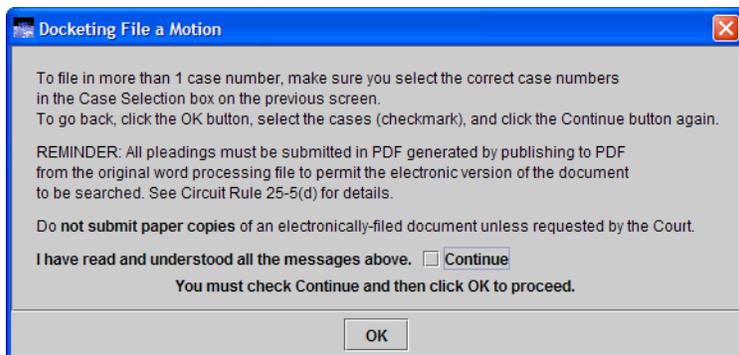


**NOTE:** No matter what type of association is shown in parentheses next to the additional cases, if a case is selected, the filing will be done in the case.

- Click the **Continue** button.

A dialog box opens with a number of messages. An example of that dialog box is shown in Figure 77.

Figure 77. File a Motion - Warning Dialog Box



- Carefully review each message and when you are done, select the **Continue** checkbox button at the bottom of the dialog box to confirm that you have read the messages.

8. Click the **OK** button.

A screen opens where you must enter additional information about the filing. The screen has the following areas: **Party Filer**, **Additional Information**, **NOTE**, and **Relief**.

9. In the **Party Filer** area, select the party or parties you represent by selecting the checkbox to the left of the **Filer** column.

**NOTE:** If you are a Pro Se filer, select your name in the list.

Figure 78 shows an example of a Party Filer area with the Respondent party selected. See “Selecting the Filing Party” on page 58 for step-by-step instructions.

**Figure 78.** File a Motion - Party Filer

**Party Filer**

Select the parties you represent or, if you are Pro Se, select your entry by selecting the checkbox to the left of the Filer column.

	Filer	Type	Case Number	Short Title
<input type="checkbox"/>	Pro Se Filer, Test External	Petitioner--	67-999	Test Pro Se Filer v. ...
<input checked="" type="checkbox"/>	ABC Fiction Team	Respondent--	67-999	Test Pro Se Filer v. ...

10. If this is not a standard motion, select a value from the **Optional Modifier For Motion** drop-down list.

11. In the **Relief** area, select the relief that describes the motion by doing the following:
  - a. From the **Description** drop-down list, select the relief.
  - b. Click the **Apply** button.
  - c. Repeat **Step a** and **Step b** to add another relief.

Figure 79 shows an example of a **Relief** area with two reliefs selected: **motion for attorney fees** and **motion for miscellaneous relief**.

Figure 79. File a Motion - Relief Selected

The screenshot shows a web interface titled "Relief". At the top, there are instructions: "Use the drop-down lists to find the relief then click Apply to select a relief. Repeat as needed for each relief. Use the Up and Down buttons to reorder selected reliefs." Below the instructions are two drop-down menus: "Category" (set to "(all reliefs)") and "Description" (empty), followed by an "Apply" button. Below this is a table titled "Selected Reliefs". The table has two columns: "Entry" and "Cases". The first row contains "motion for attorney fees" and "67-999". The second row contains "motion for miscellaneous relief (to be used only if no other relief applies)" and "67-999". To the right of the table are buttons for "Up", "Down", "Remove", and "Clear All". Below the buttons, it says "Total: 2".

Entry	Cases
motion for attorney fees	67-999
motion for miscellaneous relief (to be used only if no other relief applies)	67-999

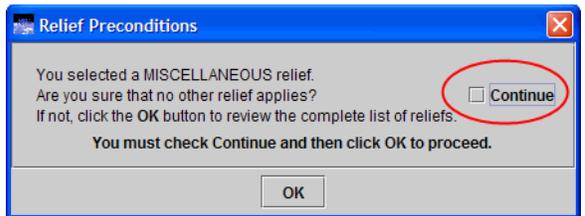
See "Selecting Reliefs for a Filing" on page 59 for detailed instructions.

12. Click the **Continue** button.

13. If you selected **motion for miscellaneous relief**, a Relief Preconditions dialog box opens. In this case, if you are sure there is no relief that matches your request, click the **Continue** checkbox, then click the **OK** button to continue.

Figure 80 shows an example of a Relief Preconditions dialog box.

**Figure 80.** Relief Preconditions Dialog Box



Another screen opens where you must enter more information about the filing.

14. In the **Service Date** field, type the date of service.

**TIP:** Remember to review the service list for the case by choosing **Reports > Service List**. Follow the step-by-step instructions in “[Checking the Service List for a Case](#)” on page 68.

15. Use the **PDF Document** area to attach your pleading and any other documents that you want to submit to the Court.

See “Attaching PDF Documents to Filings” on page 65 for step-by-step instructions.

After you have attached all the PDF documents, the screen should look similar to what is shown in Figure 81.

**Figure 81.** File a Motion - Second Page Completed

**NOTE**

Make sure you review and use the information in the **Service List** for this case.  
Click the **Reports** menu, click **Service List**, and follow the instructions.

---

**Service**

Service Date:

---

**NOTE**

To attach another document, such as a Declaration, an Exhibit, or a Certificate of Service, click the **Add Another** button to attach the document and then type in a Description.

**REMINDER:** All pleadings must be submitted in PDF generated by publishing to PDF from the original word processing file to permit the electronic version of the document to be searched. See Circuit Rule 25-5(d) for details.

---

**PDF Document**

Document:   Description:

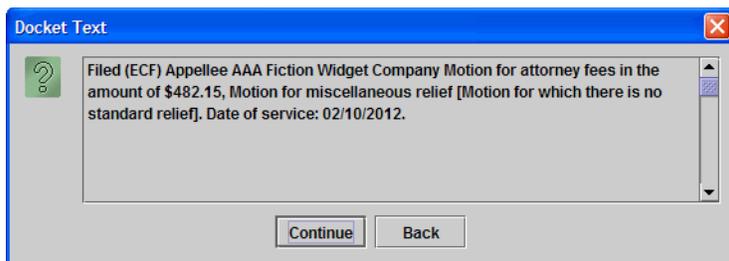
Document:   Description:

**NOTE:** Depending on the relief or reliefs that you selected on the previous page, other **Additional Information** areas with additional fields may appear on the screen, such as **Amount of Attorney Fees Requested**, or **Description of Miscellaneous Motion**. If this happens, make sure you fill in those fields before continuing to the next step.

16. Click the **Continue** button at the bottom of the screen.

The Docket Text dialog box, shown in [Figure 82](#), opens. This dialog box shows you the text of the entry as it will appear on the docket once you complete the filing. You **cannot** change the text in this dialog box.

**Figure 82.** File a Motion - Docket Text Dialog Box

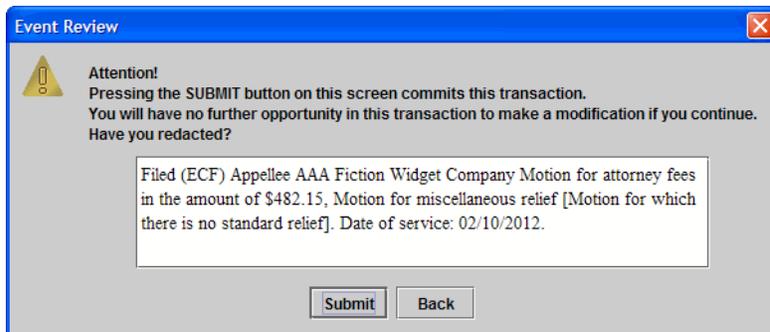


17. Click the **Continue** button.

The Event Review dialog box, shown in [Figure 83](#), opens. Even though the background of the window is white, you **cannot** change the text in this dialog box.

**CAUTION:** This is the “point of no return.” If you made a mistake, click the **Back** button to step back in the filing.

**Figure 83.** File a Motion - Event Review Dialog Box



18. Click the **Submit** button to confirm your filing.

The Event Docketed message dialog box opens.

19. Click the **OK** button.

A browser window opens with the notice of docket activity for your filing.

**NOTE:** If a browser window or browser tab does not open with the notice of docket activity, check the pop-up blocker settings in your browser. The only reason the notice of docket activity does not open is that a pop-up blocker is preventing a window or tab from opening.

---

# 8 Filing a Motion and a Response to a Motion Together

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Before you start, make sure you review the information in [“An Overview of Filing”](#) on page 49, to familiarize yourself with the process of filing something in ECF.

Follow the instructions in this topic to file a motion and a response to a motion in one filing (and one document).

1. In the Startup Page window, from the menu bar, choose **Filing > File a Document**.

The File a Document window opens. For a description of the File a Document window, see [“Finding and Selecting the Filing Type”](#) on page 57.

2. In the upper part of the window, in the **Case** field, type the case number and press the Tab key.

**TIP:** Notice that the case number and title now appear below the menu bar in the File a Document window. In addition, the case number and title appear in the Case Selection box in the lower part of the window.

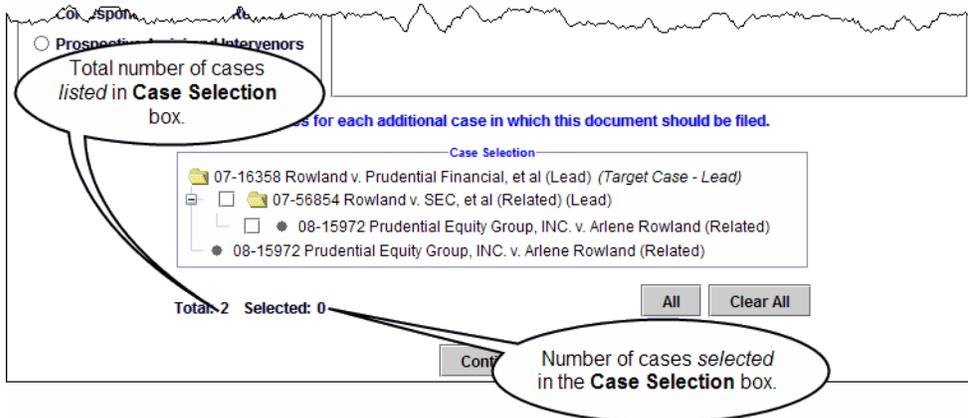
3. In the categories list, select the **Motions/Responses/Replies** radio button.

The right part of the window is updated to show a list of possible filings in the **Motions/Responses/Replies** category.

4. In the list labeled **Select One**, select the **File a Motion and a Response to a Motion Together** radio button.

- If other case numbers appear in the **Case Selection** box (an example is shown in Figure 84), make sure that you select the checkboxes for those *additional* cases where you want to enter your filing; this is **in addition** to the case that you entered in the **Case** field.

Figure 84. Multiple Cases in Case Selection Box

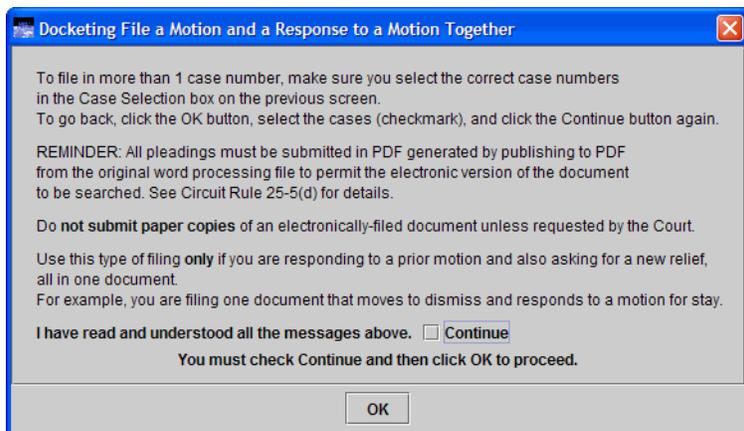


**NOTE:** No matter what type of association is shown in parentheses next to the additional cases, if a case is selected, the filing will be done in the case.

- Click the **Continue** button.

A dialog box opens with a number of messages. An example of that dialog box is shown in Figure 85.

Figure 85. File a Motion and a Response to a Motion Together- Warning Dialog Box



- Carefully review the messages and when you are done, select the **Continue** checkbox button at the bottom of the dialog box to confirm that you have read the messages.

8. Click the **OK** button.

A screen opens where you must enter additional information about the filing.

9. In the **Party Filer** area, select the party or parties you represent by selecting the checkbox to the left of the **Filer** column.

**NOTE:** If you are a Pro Se filer, select your name in the list.

Figure 86 shows an example of a Party Filer area with the Respondent party selected. See “Selecting the Filing Party” on page 58 for step-by-step instructions.

**Figure 86.** File a Motion and a Response to a Motion Together - Party Filer

The screenshot shows a window titled "Party Filer" with the following instructions: "Select the parties you represent or, if you are Pro Se, select your entry by selecting the checkbox to the left of the Filer column." Below the instructions is a table with the following data:

	Filer	Type	Case Number	Short Title	
<input type="checkbox"/>	Pro Se Filer, Test External	Petitioner--	67-999	Test Pro Se Filer v. ...	▲
<input checked="" type="checkbox"/>	ABC Fiction Team	Respondent--	67-999	Test Pro Se Filer v. ...	▼

Below the table are four buttons: "Display All Parties", "All Cases", "Select All", and "Clear All".

10. If this is not a standard motion, select a value from the **Optional Modifier For Motion** drop-down list.

11. In the **Relief** area, select the relief that describes the motion by doing the following:
  - a. From the **Description** drop-down list, select the relief.
  - b. Click the **Apply** button.
  - c. Repeat **Step a** and **Step b** to add another relief.

Figure 87 shows an example of a **Relief** area with two reliefs selected: **motion for attorney fees** and **motion for miscellaneous relief**.

**Figure 87.** File a Motion and a Response to a Motion Together - Relief Selected

**Relief**

Use the drop-down lists to find the relief then click Apply to select a relief.  
 Repeat as needed for each relief.  
 Use the Up and Down buttons to reorder selected reliefs.

Category: (all reliefs)      Description:      Apply

**Selected Reliefs**

Entry	Cases	Up
motion for attorney fees	67-999	Down
motion for miscellaneous relief (to be used only if no other relief applies)	67-999	Remove

Clear All  
Total: 2

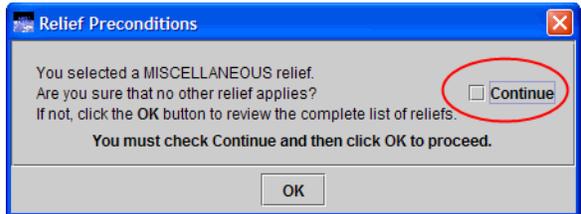
See “Selecting Reliefs for a Filing” on page 59 for detailed instructions.

12. Click the **Continue** button.

- If you selected **motion for miscellaneous relief**, a Relief Preconditions dialog box opens. In this case, if you are sure there is no relief that matches your request, click the **Continue** checkbox, then click the **OK** button to continue.

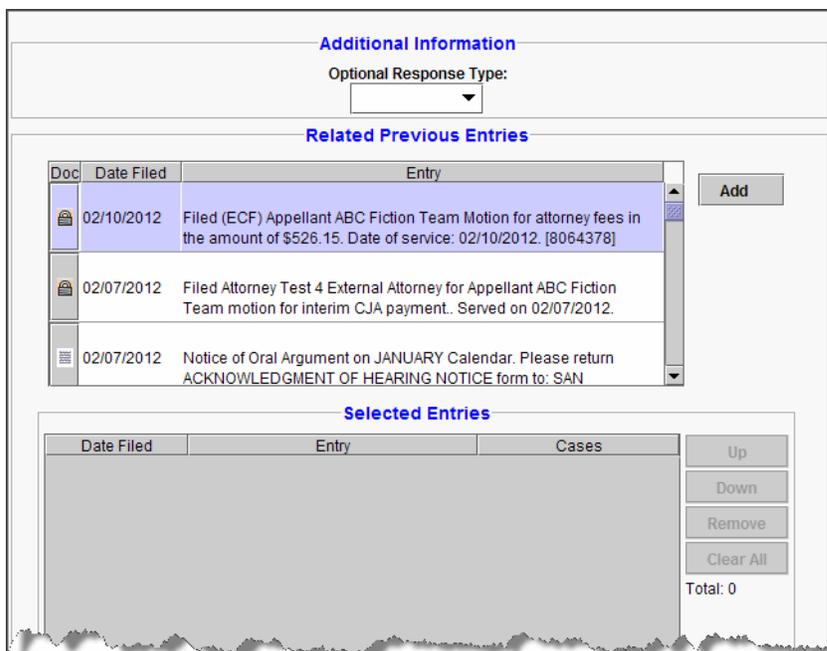
Figure 88 shows an example of a Relief Preconditions dialog box.

Figure 88. Relief Preconditions Dialog Box



A screen opens with two areas: **Additional Information** and **Related Previous Entries**. An example is shown in Figure 89.

Figure 89. Additional Information and Related Previous Entries Areas



- From the **Optional Response Type** drop-down list, select the value that matches the type of response you are filing.

15. Use the controls in the **Related Previous Entries** area to select the **motion** for which you are filing a response.

See “[Selecting Related Previous Entries for a Filing](#)” on page 61 for step-by-step instructions for selecting the previous filing for which you are filing a response.

16. Click the **Continue** button.

Another screen opens where you must enter more information about the filing.

17. In the **Service Date** field, type the date of service.

**TIP:** Remember to review the service list for the case by choosing **Reports > Service List**. Follow the step-by-step instructions in “[Checking the Service List for a Case](#)” on page 68.

18. Use the **PDF Document** area to attach your pleading and any other documents that you want to submit to the Court.

See “[Attaching PDF Documents to Filings](#)” on page 65 for step-by-step instructions.

19. Click the **Continue** button at the bottom of the screen.

**NOTE:** Depending on the relief or reliefs that you selected for your motion, other **Additional Information** areas with additional fields may appear on the screen, such as **Amount of Attorney Fees Requested**, or **Description of Miscellaneous Motion**. If this happens, make sure you fill in those fields before clicking the **Continue** button again.

The Docket Text dialog box opens. This dialog box shows you the text of the entry as it will appear on the docket once you complete the filing. You **cannot** change the text in this dialog box.

20. Click the **Continue** button.

The Event Review dialog box opens. Even though the background of the window is white, you **cannot** change the text in this dialog box.

**CAUTION:** This is the “point of no return.” If you made a mistake, click the **Back** button to step back in the filing.

21. Click the **Submit** button to confirm your filing.

The Event Docketed message dialog box opens.

22. Click the **OK** button.

A browser window or tab opens with the notice of docket activity for your filing.

---

# 9 Filing a Court Reporter Motion to Extend Time

---

Before you start, make sure you review the information in “An Overview of Filing” on page 49, to familiarize yourself with the process of filing something in ECF.

Follow the instructions in this topic to file a court reporter motion to extend time.

**TIP:** The Court has prepared a fill-in form that you can use for your motions. Check the Court’s Forms section in the ECF page at <http://www.ca9.uscourts.gov/cmecf>.

1. In the Startup Page window, from the menu bar, choose **Filing > File a Document**.

The File a Document window opens. For a description of the File a Document window, see “Finding and Selecting the Filing Type” on page 57.

2. In the upper part of the window, in the **Case** field, type the case number and press the Tab key.

**TIP:** Notice that the case number and title now appear below the menu bar in the File a Document window. In addition, the case number and title appear in the Case Selection box in the lower part of the window.

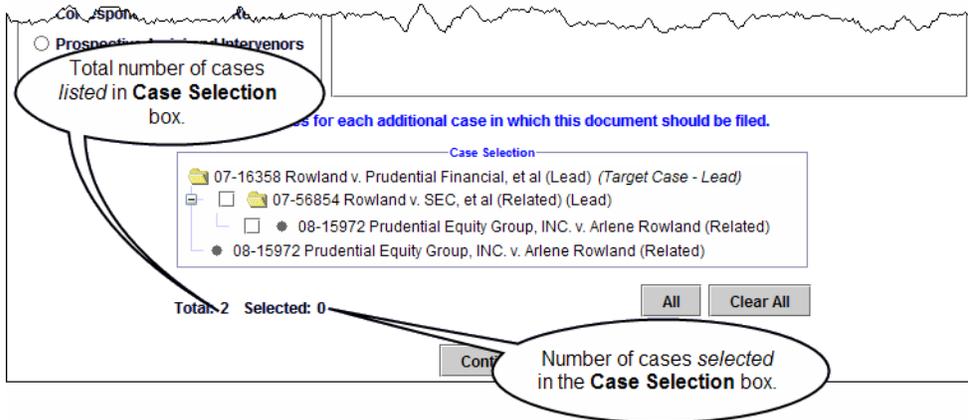
3. In the categories list, select the **Court Reporters** radio button.

The right part of the window is updated to show a list of possible filings in the **Court Reporters** category.

4. In the list labeled **Select One**, select the **File a Court Reporter Motion to Extend Time** radio button.

- (Optional) If other case numbers appear in the **Case Selection** box (an example is shown in Figure 90), make sure that you select the checkboxes for those *additional* cases where you want to enter your filing; this is **in addition** to the case that you entered in the **Case** field.

Figure 90. Multiple Cases in Case Selection Box

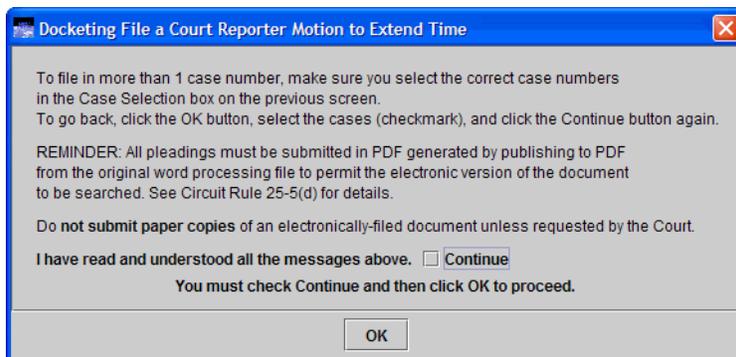


**NOTE:** No matter what type of association is shown in parentheses next to the additional cases, if a case is selected, the filing will be done in the case.

- Click the **Continue** button.

A dialog box opens with a number of messages. An example of that dialog box is shown in Figure 91.

Figure 91. File a Court Reporter Motion to Extend Time - Warning Dialog Box



- Carefully review each message and when you are done, select the **Continue** checkbox button at the bottom of the dialog box to confirm that you have read the messages.

8. Click the **OK** button.

A screen opens where you must enter additional information about the filing. An example of the screen is shown in [Figure 92](#).

**Figure 92.** Identifying the Court Reporter Filer

Filer	Type	Case Number	Short Title
<input type="checkbox"/> Court Reporter, Test Extern...	Court Reporter	66-999	ABC Fiction Team v...

9. Do one of the following:

- If your name appears in the **Court Reporter Filer** area, select your name by selecting the checkbox to the left of the **Filer** column.

-OR-

- If your name does not appear in the **Court Reporter Filer** area, type it in the text box in the Additional Information area.

10. Click the **Continue** button.

Another screen opens where you must enter more information about the filing.

11. In the **Service Date** field, type the date of service.

**TIP:** Remember to review the service list for the case by choosing **Reports > Service List**. Follow the step-by-step instructions in [“Checking the Service List for a Case”](#) on page 68.

12. Use the **PDF Document** area to attach your pleading and any other documents that you want to submit to the Court.

See [“Attaching PDF Documents to Filings”](#) on page 65 for step-by-step instructions.

**TIP:** The Court has prepared a fill-in form that you can use for your motions. Check the Court’s Forms section in the ECF page at <http://www.ca9.uscourts.gov/cmecf>.

13. Click the **Continue** button at the bottom of the screen.

The Docket Text dialog box, shown in [Figure 93](#), opens. This dialog box shows you the text of the entry as it will appear on the docket once you complete the filing. You **cannot** change the text in this dialog box.

**Figure 93.** File a Court Reporter Motion to Extend Time - Docket Text Dialog Box

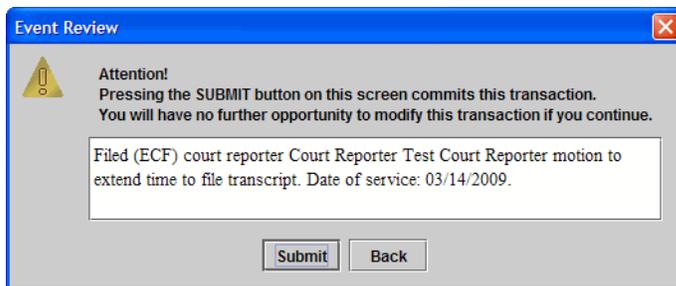


14. Click the **Continue** button.

The Event Review dialog box, shown in [Figure 94](#), opens. Even though the background of the window is white, you **cannot** change the text in this dialog box.

**CAUTION:** This is the “point of no return.” If you made a mistake, click the **Back** button to step back in the filing.

**Figure 94.** File a Court Reporter Motion to Extend Time - Event Review Dialog Box



15. Click the **Submit** button to confirm your filing.

The Event Docketed message dialog box opens.

16. Click the **OK** button.

A browser window or tab opens with the notice of docket activity for your filing.

**NOTE:** If a browser window or browser tab does not open with the notice of docket activity, check the pop-up blocker settings in your browser. The only reason the notice of docket activity does not open is that a pop-up blocker is preventing a window or tab from opening.

---

# 10 Filing a Petition for Rehearing

---

Before you start, make sure you review the information in “An Overview of Filing” on page 49, to familiarize yourself with the process of filing something in ECF.

Follow the instructions in this topic to request rehearing of an *Opinion* or a *Memorandum Disposition*.

The instructions in this topic apply to the following types of filings:

- Petition for Panel Rehearing (FRAP 40; 9th Cir. R. 40-1)
- Petition for Rehearing En Banc (FRAP 35; 9th Cir. R. 35-1)
- Combination Petition for Panel Rehearing/En Banc (FRAP 35, 40)

**CAUTION:** If you want to request **reconsideration of an Order**, file a motion for reconsideration instead.

1. Make sure you have a PDF copy of the Opinion or Memorandum Disposition for which you are requesting the rehearing.

You must attach the Opinion or Memorandum Disposition to your filing.

2. In the Startup Page window, from the menu bar, choose **Filing > File a Document**.

The File a Document window opens. For a description of the File a Document window, see “Finding and Selecting the Filing Type” on page 57.

3. In the upper part of the window, in the **Case** field, type the case number and press the Tab key.

**TIP:** Notice that the case number and title now appear below the menu bar in the File a Document window. In addition, the case number and title appear in the Case Selection box in the lower part of the window. The Case Selection box also lists all other cases associated to the case for which you entered the case number in the Case field.

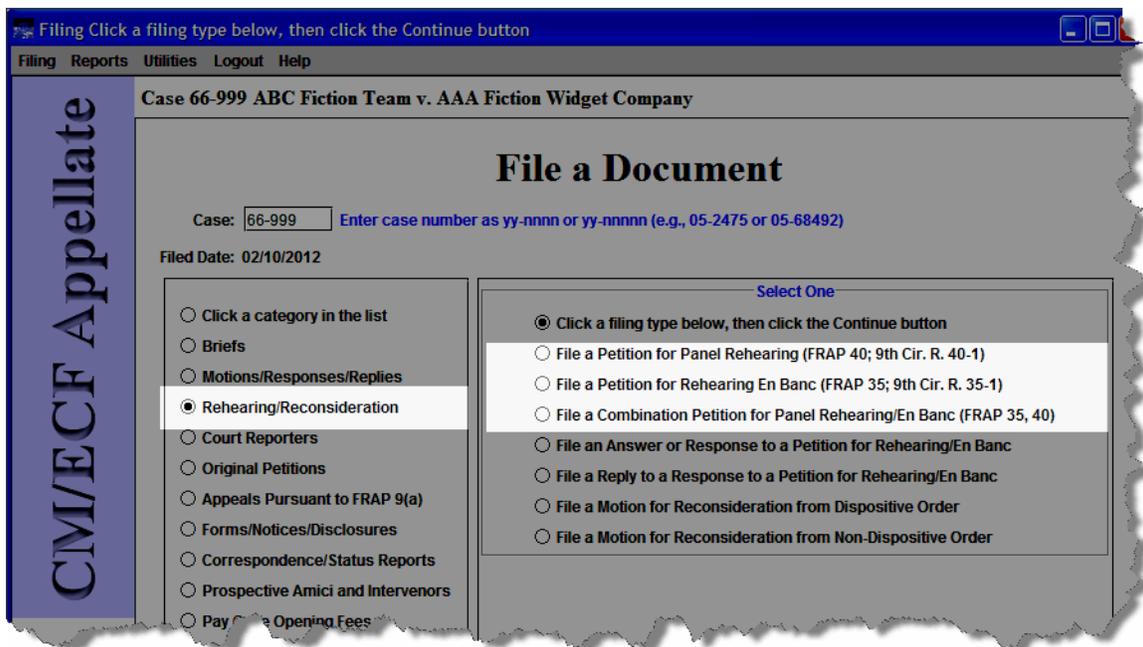
4. In the categories list on the left, select the **Rehearing/Reconsideration** radio button.

The right part of the window is updated to show a list of possible filings in the **Rehearing/Reconsideration** category.

5. In the list labeled **Select One**, do one of the following:
- To request a rehearing by panel only, select the **File a Petition for Panel Rehearing (FRAP 40; 9th Cir. R. 40-1)** radio button.
  - To request a rehearing by en banc panel only, select the **File a Petition for Rehearing En Banc (FRAP 35; 9th Cir. R. 35-1)** radio button.
  - To request a rehearing by panel *and* en banc panel, select the **File a Combination Petition for Panel Rehearing/En Banc (FRAP 35, 40) Submit Brief for Review by the Court** radio button.

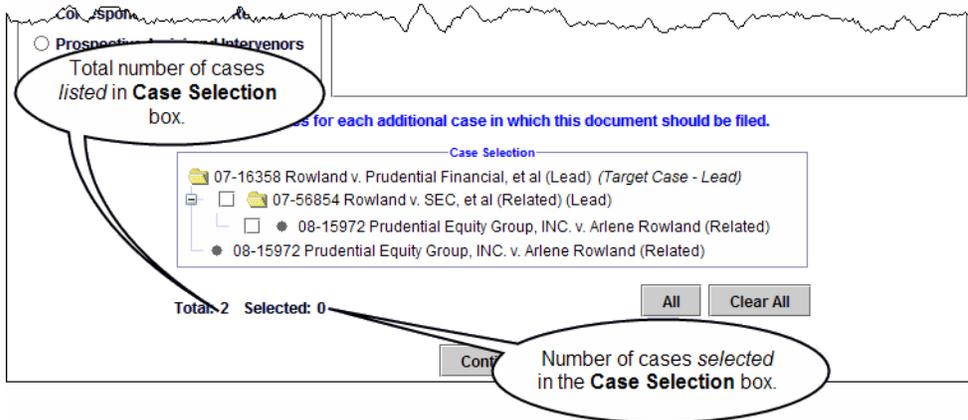
Figure 95 shows an example of the File a Document window with the filing category **Rehearing/Reconsideration** and available rehearing types highlighted.

Figure 95. File a Document Window With Filing Category and Types Highlighted



- (Optional) If other case numbers appear in the **Case Selection** box (an example is shown in Figure 96), make sure that you select the checkboxes for those *additional* cases where you want to enter your filing; this is **in addition** to the case that you entered in the **Case** field.

Figure 96. Multiple Cases in Case Selection Box

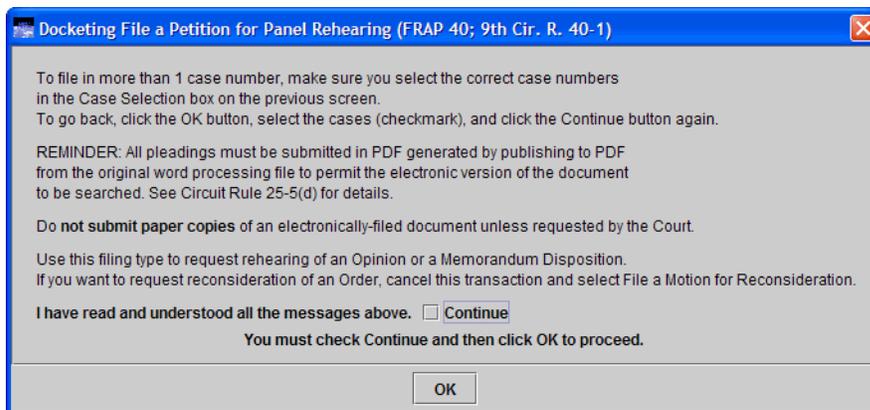


**NOTE:** No matter what type of association is shown in parentheses next to the additional cases, if a case is selected, the filing will be done in the case.

- Click the **Continue** button.

A dialog box opens with a number of messages. An example of that dialog box is shown in Figure 97.

Figure 97. File a Petition for Panel Rehearing - Warning Dialog Box



8. Carefully review each message and when you are done, select the **Continue** checkbox button at the bottom of the dialog box to confirm that you have read the messages.

**CAUTION:** If you want to request reconsideration of an Order, click the **OK** button to return to the previous screen, and select **File a Motion for Reconsideration** instead.

9. Click the **OK** button.

A screen opens where you must enter additional information about the rehearing request that you are filing.

10. In the **Party Filer** area, select the party or parties you represent by selecting the checkbox to the left of the **Filer** column.

**NOTE:** If you are a Pro Se filer, select your name in the list.

See “[Selecting the Filing Party](#)” on page 58 for step-by-step instructions.

11. From the **Requesting Rehearing of** drop-down list, select the correct value.

**CAUTION:** This drop-down list defaults to memorandum. Make sure you select opinion if you are requesting a rehearing of an opinion.

12. In the **Date of Memorandum or Opinion** field, type the date the memorandum or opinion was filed.

13. In the **Service Date** field, type the date of service.

**TIP:** Remember to review the service list for the case by choosing **Reports > Service List**. Follow the step-by-step instructions in “[Checking the Service List for a Case](#)” on page 68.

- Use the **PDF Document** area to attach your pleading and any other documents that you want to submit to the Court.

See “Attaching PDF Documents to Filings” on page 65 for step-by-step instructions.

You are required to a copy of the opinion or memorandum disposition being challenged, otherwise your petition will be rejected. See 9th Cir. R. 40-1(c).

At this point, the screen should look similar to what is shown in Figure 98.

**Figure 98.** File a Petition for Rehearing- Second Page Completed

**Party Filer**

Select the parties you represent or, if you are Pro Se, select your entry by selecting the checkbox to the left of the Filer column.

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	ABC Fiction Team	Appellant-Plaintiff	66-999	ABC Fiction Team v...
<input type="checkbox"/>	AAA Fiction Widget Company	Appellee-Defendant	66-999	ABC Fiction Team v...

---

**Additional Information**

Requesting Rehearing of:

---

**Additional Information**

Date of Memorandum or Opinion:

---

**NOTE**

Make sure you review and use the information in the **Service List** for this case. Click the **Reports** menu, click **Service List**, and follow the instructions.

---

**Service**

Service Date:

---

**NOTE**

To attach another document, such as a Declaration, an Exhibit, or a Certificate of Service, click the **Add Another** button to attach the document and then type in a Description.

**REMINDER:** All pleadings must be submitted in PDF generated by publishing to PDF from the original word processing file to permit the electronic version of the document to be searched. See Circuit Rule 25-5(d) for details.

---

**NOTE**

You are required to attach a copy of the opinion or memorandum disposition being challenged by clicking the **Add Another** button, or your petition will be rejected. See 9th Cir. R. 40-1(c).

---

**PDF Document**

Document:   Description:

Document:   Description:

- Click the **Continue** button at the bottom of the screen.

The Docket Text dialog box, shown in [Figure 99](#), opens. This dialog box shows you the text of the entry as it will appear on the docket once you complete the filing. You **cannot** change the text in this dialog box.

**Figure 99.** File a Petition for Panel Rehearing - Docket Text Dialog Box

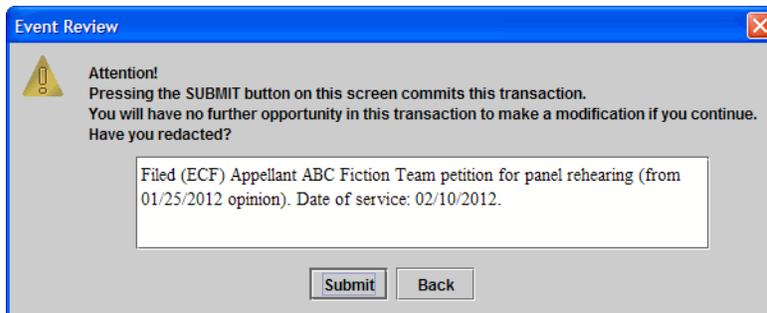


- Click the **Continue** button.

The Event Review dialog box, shown in [Figure 100](#), opens. Even though the background of the window is white, you **cannot** change the text in this dialog box.

**CAUTION:** This is the “point of no return.” If you made a mistake, click the **Back** button to step back in the filing.

**Figure 100.** File a Petition for Panel Rehearing - Event Review Dialog Box



- Click the **Submit** button to confirm your filing.

The Event Docketed message dialog box opens.

18. Click the **OK** button.

A browser window or tab opens with the notice of docket activity for your filing.

**NOTE:** If a browser window or browser tab does not open with the notice of docket activity, check the pop-up blocker settings in your browser. The only reason the notice of docket activity does not open is that a pop-up blocker is preventing a window or tab from opening.

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# 11 Working With Email Notices of Docket Activity

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The topics below describe the notice of docket activity and explain how to save a copy of the documents attached to the notice.

- “What is in a Notice of Docket Activity?” on page 114
- “The Subject Line of a Notice of Docket Activity” on page 115
- “Document Links in a Notice of Docket Activity” on page 116

## What is in a Notice of Docket Activity?

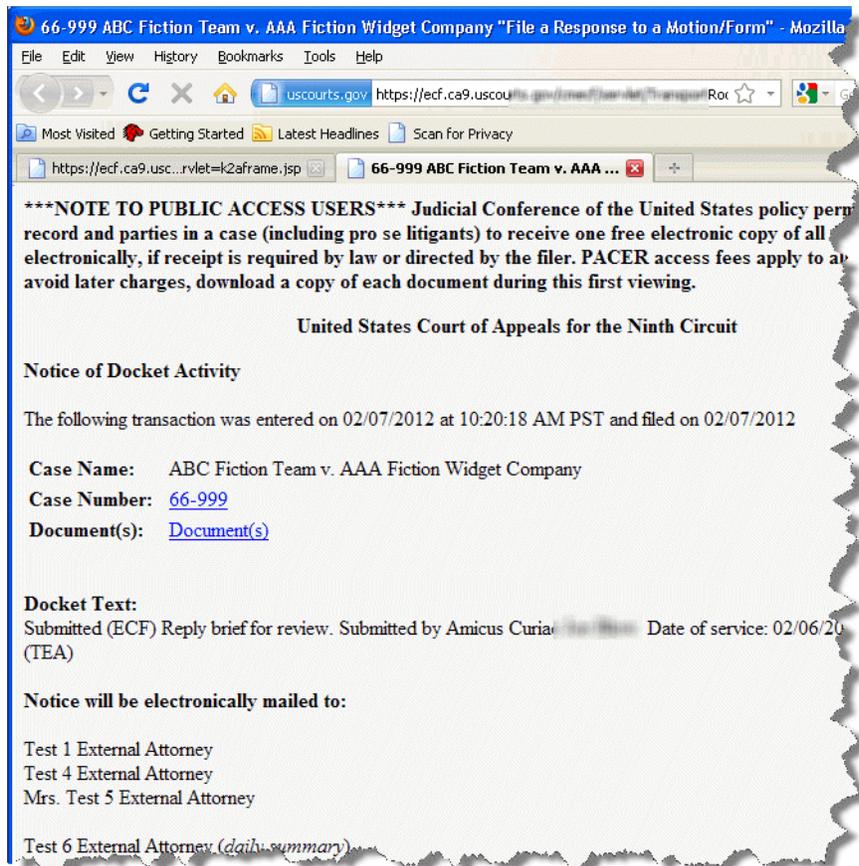
A notice of docket activity is a notice that is generated whenever something is entered on the docket of a case. The top of the notice contains a disclaimer stating that public users may view the notice information once free of charge (“one free look”). After that, a fee will be assessed.

**NOTE:** If you are not a party or attorney in a case, and you signed up to receive notices for cases of interest, the “one free look” does not apply.

The notice shows case information, docket text, the recipient names, and a hyperlink for the case number. In addition, the notice may include a link labeled **Document(s)**. If you are logged in to PACER, clicking the case number hyperlink takes you to the Docket Report window from where you can generate a docket report. “[Document Links in a Notice of Docket Activity](#)” on page 116 explains how the document links work.

An example of a browser window with a notice of docket activity is shown in [Figure 101](#).

**Figure 101.** Notice of Docket Activity for Filing



## The Subject Line of a Notice of Docket Activity

The subject line of a notice of docket activity shows the case number, the case title, and provides a short description of the activity that happened in the case.

*Even if the notice applies to several cases*, the subject line of a notice of docket activity only lists one case number! An example of this is a notice of oral argument. Usually, a notice of oral argument notice applies to all the cases that are scheduled to be heard on the same day, but only one case number will appear in the subject line of the notice of docket activity. The docket text includes information to let you know that you must open the documents attached to the notice to view details about your case. An example of docket text for a notice of oral argument is shown below.

```
Notice of Oral Argument on AUGUST Calendar. Please return
ACKNOWLEDGEMENT OF HEARING NOTICE form to: SEATTLE Office.
Attention: The Notice of Docket Activity may not list your case
number. Please open attached documents to view details about
your case. [07-30344, 07-30452, 07-30458, 07-30459, 07-35188,
07-35341, 07-35610, 07-35841, 07-35907]
```

## Document Links in a Notice of Docket Activity

A **Document(s)** link appears in the notice if one or more documents were attached to the activity in the docket.

You can click the **Document(s)** link to view the document or documents that were attached.

**CAUTION:** Remote electronic access to documents in Social Security cases and immigration matters is limited to the attorneys or parties in the case in order to protect the privacy of the individuals involved in those cases. You may inspect these files in person in the Clerk's office. If you are a party or attorney in the case, you can access documents in these cases only by using your Appellate ECF Filer ID and Password and choosing **Reports > PACER Report** after you have logged in to Appellate ECF. See *Federal Rule of Appellate Procedure 25(a)(5)* and *Federal Rule of Civil Procedure 5.2*.

In ECF documents are attached in portable document format (PDF). This means that when you click a document link, the document opens in Adobe Reader or in another PDF-capable application on your system. For the purpose of this guide, we will assume that you are using Adobe Reader.

**NOTE:** If you are not a party or attorney in a case, and you signed up to receive notices for cases of interest, the “one free look” does not apply.

### ***To save a copy of a document attached to a notice of docket activity***

1. In the notice of docket activity, click the **Document(s)** link.

**NOTE:** If more than one document is attached to the entry, a page opens with a number of links. There is one link for each attached document. In this case, click the link of the document that you want to open.

The document opens in your web browser or in a separate Adobe Reader window, depending on your settings.

2. Choose **File > Save As** (or **Save A Copy**, if **Save As** is not shown).

-or-

Click the **Save a Copy** button in the toolbar.

3. In the Save As dialog box, enter the file name and location, and click the **Save** button.

---

# 12 Creating Cross-Document Hyperlinks

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The topics below describe how to create a hyperlink in a PDF document, where the hyperlink links to another PDF document in a CM/ECF database. The document being referenced can be a document that was previously filed or a document that is being filed in the same transaction (filing) as the referencing document. The steps to create a hyperlink and to generate documents in PDF format are similar whether you are using WordPerfect or Word to create documents; differences are noted as needed.

**CAUTION:** Keep in mind that if you create hyperlinks in your pleadings, and those hyperlinks take the reader to another document on PACER, anyone viewing your filing will have to pay the standard PACER fees when accessing those other documents.

- “Creating a Hyperlink to a Document Already Filed in a Case” on page 118
- “Creating Hyperlinks Between Documents in the Same Filing” on page 122

## Creating a Hyperlink to a Document Already Filed in a Case

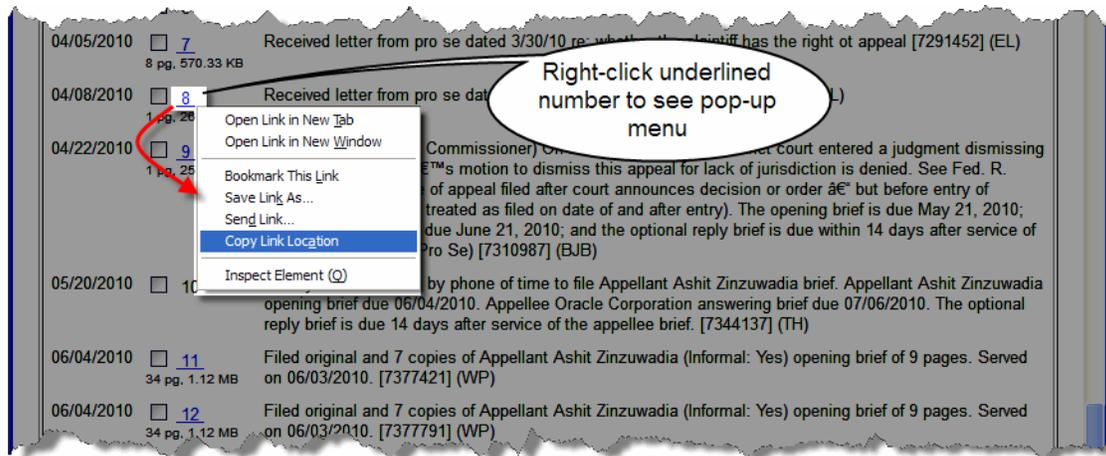
You can create a link to another document in any database in the Federal Courts: District, Bankruptcy (as of December 2006) or Appellate (as of July 2006, Version 1.3).

1. Access CM/ECF and run the docket report for the case in which the document was filed.
2. Locate the document among the docket entries.
3. Copy the URL (the “*address*”) of the document to the clipboard by doing the following:
  - a. Hover over the document link and click the right mouse button (the document link displays after the docket date and is represented by an icon or a number with an underscore, for example, 5).
  - b. From the pop-up menu, choose **Copy Shortcut**, **Copy Link Location**, or **Copy Link Address** (the option you will see depends on your browser),

**CAUTION:** DO NOT copy the URL from the browser’s address bar when the document is open.

An example of the pop-up menu in Firefox is shown in Figure 102.

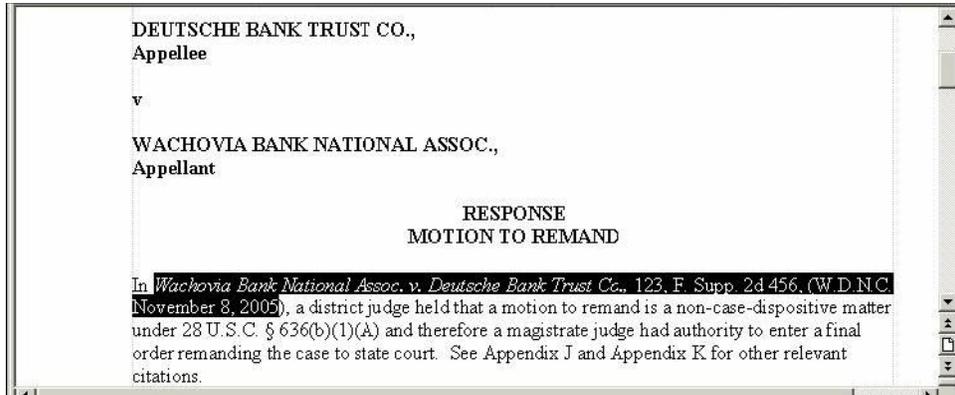
**Figure 102.** Pop-up Menu for Document in Docket Report



4. Open the word processing document.

5. In the document, highlight the citation text for which you want to create the hyperlink.  
An example is shown in [Figure 103](#).

**Figure 103.** Highlight Hyperlink Text



6. If you are using WordPerfect, go to: “[To create the hyperlink and produce a PDF in WordPerfect](#)” below.

-or-

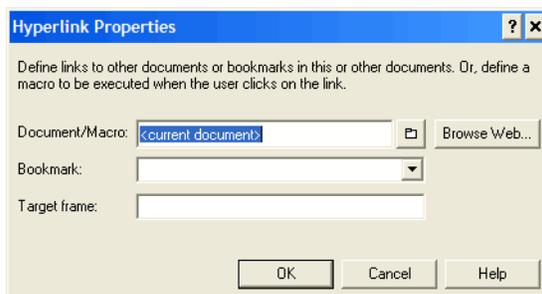
If you are using Word, go to: “[To create the hyperlink and produce a PDF in Word](#)” on [page 120](#).

### ***To create the hyperlink and produce a PDF in WordPerfect***

1. From the **Tools** menu, choose **Hyperlink**.

The Hyperlink Properties dialog box opens. An example is shown in [Figure 104](#).

**Figure 104.** Hyperlink Properties Dialog Box



2. Press **Ctrl-V** to paste the URL into the **Document/Macro** field.

3. If the citation is to a specific page in the document, append a string to the URL to identify the page: ?page=x

For example:

`https://ecf.cal.uscourts.gov/docs1/001010708409?page=23`

**NOTE:** Because of an incompatibility between Internet Explorer and Adobe Acrobat, the page number pointer will not work if the user opens the document with Internet Explorer.

4. Click the **OK** button.

In the word processing application, the hyperlink text is now underlined and blue (or the color that you specified for hyperlinks), indicating a hyperlink has been created.

5. Save the word processing document.

6. Produce the PDF file.

**CAUTION:** Do not use the Print option in the word processing program.

If you are using a version of WordPerfect that has a **Publish to PDF** or **Publish to** option on the **File** menu, choose **Publish to PDF** or choose **Publish to**, then choose **PDF**.

**NOTE:** If you are using an earlier version of WordPerfect that does not have one of these **Publish** options, you must upgrade to Version 11 or higher.

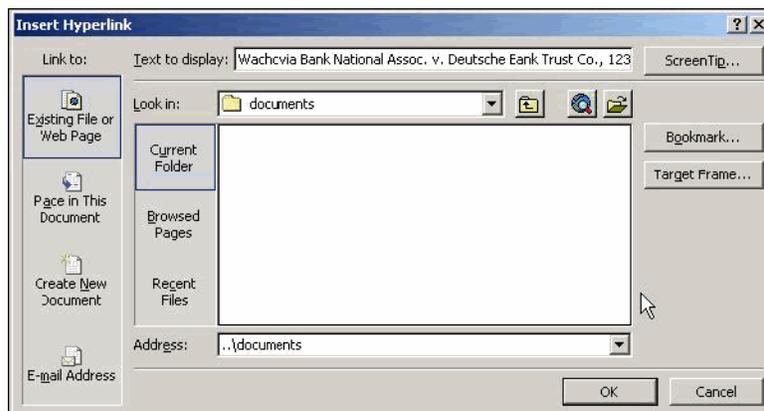
You are now ready to file your document and upload the PDF with hyperlinks.

### **To create the hyperlink and produce a PDF in Word**

1. From the **Insert** menu, choose **Hyperlink**.

The Insert Hyperlink dialog box opens. An example is shown in [Figure 105](#).

**Figure 105.** Insert Hyperlink Dialog Box



2. Press **Ctrl-V** to paste the URL into the **Address** field.
3. If the citation is to a specific page in the document, append a string to the URL to identify the page: `?page=x`

For example:

`https://ecf.cal.uscourts.gov/docs1/001010708409?page=23`

**NOTE:** Because of an incompatibility between Internet Explorer and Adobe Acrobat, the page number pointer will not work if the user opens the document with Internet Explorer.

4. Click the **OK** button.

In the word processing application, the hyperlink text is now underlined and blue (or the color that you specified for hyperlinks), indicating a hyperlink has been created.

5. Save the word processing document.
6. Produce the PDF file by following the steps below.

**CAUTION:** Do not use the **Print** option in the word processing program.

If you are using a version of Word that has an **Adobe PDF** menu, choose the **Convert to Adobe PDF** option.

If you are using Word but do not have an **Adobe PDF** menu, close the Word file and follow the steps below.

- a. Open Adobe Acrobat.
- b. From the **File** menu, choose **Create PDF > From File**.

A navigation dialog box opens.

- c. In the navigation dialog box, find and select the document that you want to convert to PDF, then click the **Open** button.

A series of dialog boxes open while the document is converted to PDF. When the conversion is complete, the document is displayed in an Adobe Acrobat window, with active hyperlinks (the ones you defined in the Word document).

- d. Save the PDF file in a directory of your choice.

You are now ready to file your document and upload the PDF with hyperlinks.

## Creating Hyperlinks Between Documents in the Same Filing

Instead of linking to a previously-filed document, you can link a document to another document that you will be filing at the same time. For example, you could create a hyperlink from your main document to an attachment.

When you create the link, it points to the referenced document where it exists on your local system or network and when the documents are filed in CM/ECF, the link is converted to an “*address*” in CM/ECF.

1. Create PDF versions of any secondary documents, such as attachments or exhibits, that will be referenced by the main document.
2. Open the main document in the word processing program.

The main document is the document that will have hyperlinks to the secondary documents.

3. In the main document, highlight the text for which you want to create the hyperlink to the secondary document.
4. If you are using WordPerfect, go to: “[To create the hyperlink to an attachment and produce a PDF in WordPerfect](#)” below.

-or-

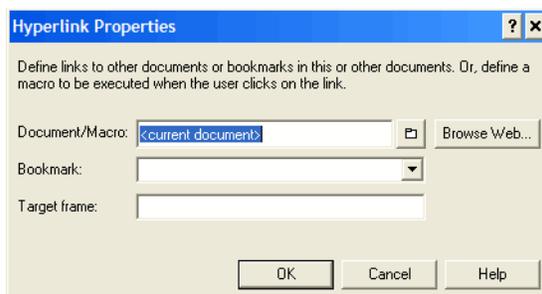
If you are using Word, go to: “[To create the hyperlink to an attachment and produce a PDF in Word](#)” on page 124.

### ***To create the hyperlink to an attachment and produce a PDF in WordPerfect***

1. From the **Tools** menu, choose **Hyperlink**.

The Hyperlink Properties dialog box opens. An example is shown in [Figure 106](#).

**Figure 106.** Hyperlink Properties Dialog Box



2. Click the folder icon to the right of the **Document/Macro** field.

The Select File window opens.

3. Navigate to and select the PDF file that you want to link to and click the **Select** button.

The **Document/Macro** field in the Hyperlink Properties dialog box now shows the file you selected.

4. Click the **OK** button.

5. If the citation is to a specific page in the document, append a string to the value in the field to identify the page: ?page=x

For example:

C:\MyFiles\Exhibit-A.pdf?page=23

**NOTE:** Because of an incompatibility between Internet Explorer and Adobe Acrobat, the page number pointer will not work if the user opens the document with Internet Explorer.

6. Click the **OK** button.

In the word processing application, the hyperlink text is now underlined and blue (or the color that you specified for hyperlinks), indicating a hyperlink has been created.

7. Save the word processing document.

8. Produce the PDF file.

**CAUTION:** Do not use the Print option in the word processing program.

If you are using a version of WordPerfect that has a **Publish to PDF** or **Publish to** option on the **File** menu, choose **Publish to PDF** or choose **Publish to**, then choose **PDF**.

**NOTE:** If you are using an earlier version of WordPerfect that does not have one of these *Publish* options, you must upgrade to Version 11 or higher.

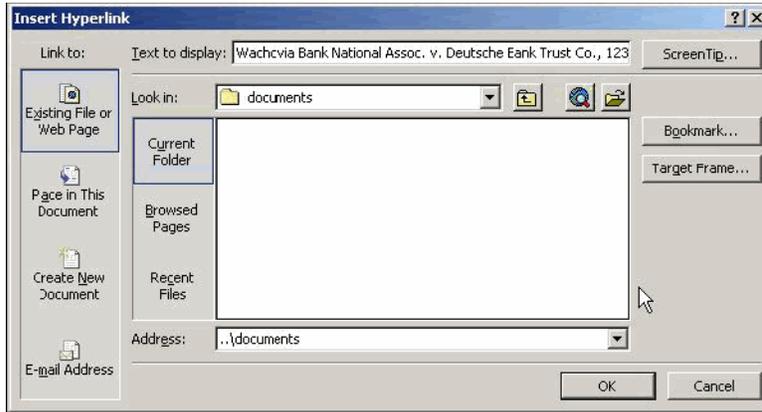
You are now ready to file your documents and upload the PDF with hyperlinks.

**To create the hyperlink to an attachment and produce a PDF in Word**

1. From the **Insert** menu, choose **Hyperlink**.

The Insert Hyperlink dialog box opens. An example is shown in Figure 107.

**Figure 107.** Insert Hyperlink Dialog Box



2. Navigate to and select the PDF file that you want to link to.
3. The **Address** field in the Insert Hyperlink dialog box now shows the file you selected.
4. If the citation is to a specific page in the document, append a string to the value in the field to identify the page: ?page=x

For example:

C:\MyFiles\Exhibit-A.pdf?page=23

**NOTE:** Because of an incompatibility between Internet Explorer and Adobe Acrobat, the page number pointer will not work if the user opens the document with Internet Explorer.

5. Click the **OK** button.

In the word processing application, the hyperlink text is now underlined and blue (or the color that you specified for hyperlinks), indicating a hyperlink has been created.

6. Save the word processing document.

7. Produce the PDF file by following the steps below.

**CAUTION:** Do not use the Print option in the word processing program.

If you are using a version of Word that has an **Adobe PDF** menu, choose the **Convert to Adobe PDF** option.

If you are using Word but do not have an **Adobe PDF** menu, close the Word file and follow the steps below.

- a. Open Adobe Acrobat.

- b. From the **File** menu, choose **Create PDF > From File**.

A navigation dialog box opens.

- c. In the navigation dialog box, find and select the document that you want to convert to PDF, then click the **Open** button.

A series of dialog boxes open while the document is converted to PDF. When the conversion is complete, the document is displayed in an Adobe Acrobat window, with active hyperlinks (the ones you defined in the Word document).

- d. Save the PDF file in a directory of your choice.

You are now ready to file your documents and upload the PDF with hyperlinks.

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# 13 Macintosh Users and Appellate ECF

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The topics below provide information specific to Macintosh users that will be useful when using Appellate ECF in the *United States Court of Appeals for the Ninth Circuit*.

The Apple Macintosh platform (Mac) can be used to run all parts of the ECF with no extra software.

- “Prerequisites for Mac Users Running Mac OS X 10.7 or Higher” on page 127
- “Prerequisites for Mac Users Running Mac OS X 10.6 or Lower” on page 128
- “Things to do Before You Start: Java Version” on page 129
- “Things to do Before You Start: Choosing a Browser” on page 131
- “Starting ECF on a Mac” on page 135
- “Known Differences for Mac Users” on page 141
- “Known Java Issues for Mac Users” on page 143
- “Known PDF Viewer Issues for Mac Users” on page 147

## Prerequisites for Mac Users Running Mac OS X 10.7 or Higher

The Court recommends that you have at least the following:

- Intel-based Mac running Mac OS X 10.7.3 (Lion) or later
- Java 7, latest update
- Administrator privileges for installation
- Safari or Firefox (Chrome is not supported)

**NOTE:** Installing Java on a Mac is performed on a system-wide basis, for all users, and administrator privileges are required. You cannot install Java on a single-user basis.

**NOTE:** If you are running an Intel-based Mac with OS X 10.7 (“Lion”) or higher and you have the recommended configuration below, you should be able to log in *without any further configuration changes*.

## Prerequisites for Mac Users Running Mac OS X 10.6 or Lower

Both the hardware and the operating system (OS X) must be 64 bit.

In summary, you need at least the following:

- 64-bit capable system
- OS X 10.5 or higher
- Java 1.6 Update 26 is recommended as the Java version for a Mac.

Apple released Java updates in May 2011 to patch vulnerabilities, and to increase reliability and compatibility.

*Java for Mac OS X 10.6 Update 5* updates Java SE 6 to 1.6 Update 26.

*Java for Mac OS X 10.5 Update 10* updates Java SE 6 to 1.6 Update 26 for 64-bit capable Intel-based systems.

You will not be able to log in if you have **not** installed this update.

**CAUTION:** Make sure you review the information in [“Known Java Issues for Mac Users”](#) on page 143 before you attempt to start ECF.

**NOTE:** If you have an Intel-based Mac that is not 64-bit capable, you may be able to use one of the parallel operating system products, such as Fusion or Parallels, that allow a Mac to mimic the Windows operating system. Fusion and Parallels only run on Intel-based Mac systems.

## Things to do Before You Start: Java Version

1. From **Finder**, click **Go**, then click **Applications**.
2. In **Applications**, expand **Utilities**, then expand **Java** and double-click **Java Preferences**.

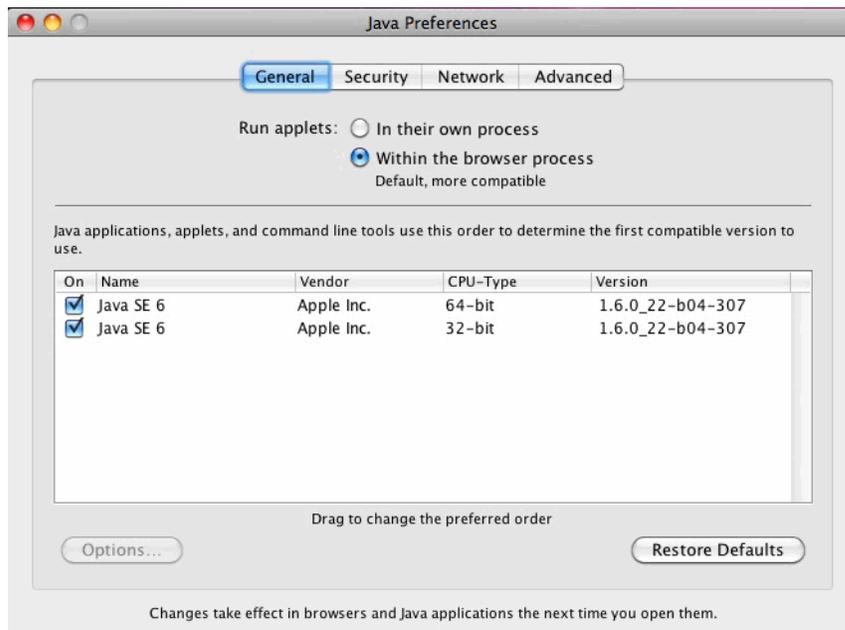
The Java Preferences dialog box opens.

3. Update the settings in the dialog box to match what is shown in [Figure 108](#):

- Run applets: Within the browser process
- Java SE 6, 64-bit must be the first entry in the list.

**CAUTION:** If you do not see Java SE 6, you do not have the latest version of Java. In this case, download it from [Apple](#), install the update and start again. See “To update your Java software” on page 130.

**Figure 108.** Java Preferences Updated



### *To check the Java version using a command window*

1. Open the Hard Drive.
2. Click **Applications**, then **Utilities**.
3. Double-click **Terminal** to open a command window.
4. Type `java -version` and press the Return key.

### To update your Java software

1. Click the **Apple** logo in the upper left corner of the screen, then click **Software Update**.

A Software Update dialog box opens and when the system completes its check for updates to your software, a new dialog box opens that allows you to check the details of each update. An example is shown in [Figure 109](#).

2. Click the **Show Details** button to see information about each update.

**NOTE:** If Java does not appear in the list of updates, you already have the latest version.

**Figure 109.** Software Update



3. Click the **Install** button and wait until the installation completes.

## Things to do Before You Start: Choosing a Browser

Decide which browser you want to use for ECF, define that browser as the default browser to use, and clear the browser cache and cookies. See one of the topics below for step-by-step instructions:

- “To set Firefox as the default browser and clear the browser cache and cookies” on page 131
- “To set Safari as the default browser and clear the browser cache and cookies” on page 134

### *To set Firefox as the default browser and clear the browser cache and cookies*

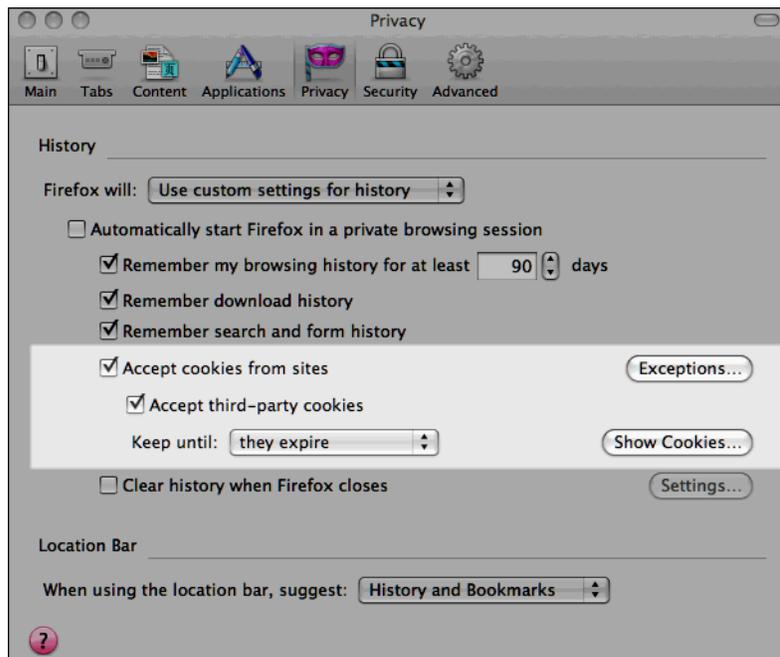
1. Open Firefox.
2. Choose **Firefox > Preferences**.
3. In the dialog box that opens, click the **Advanced** icon at the top, then make sure the **General** tab is the active tab.
4. At the bottom of the dialog box, under **System Defaults**, click the **Check Now** button to check and set Firefox as the default browser.

5. Click the **Privacy** icon at the top and do the following:
  - a. From the **Firefox will** drop-down list, select *Use custom settings for history*.
  - b. Make sure the **Accept cookies from sites** and **Accept third-party cookies** checkboxes are selected.

An example is shown in [Figure 110](#).

**NOTE:** Depending on the version of Firefox that you are using, the illustration below may not exactly match what you see. [Figure 110](#) shows the Cookies settings in Firefox 3.5.5.

**Figure 110.** Cookies Section in Firefox Preferences



6. Click the **Show Cookies** button.

The Cookies dialog box opens. An example is shown in [Figure 111](#).

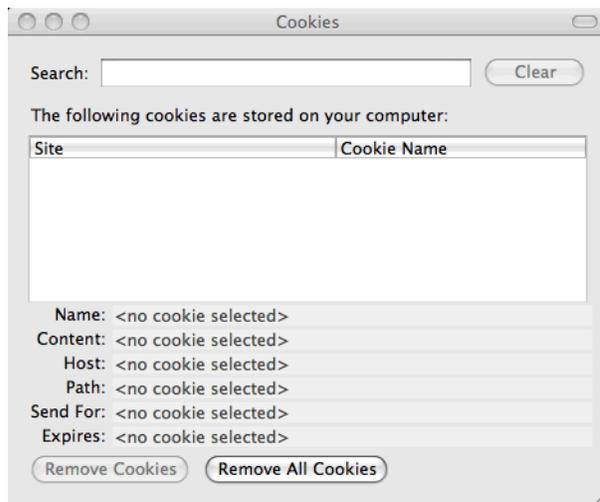
**Figure 111.** Cookies Dialog Box



7. In the Cookies dialog box, click the **Remove All Cookies** button.

The Cookies dialog box should look similar to the one shown in [Figure 112](#).

**Figure 112.** Cookies Dialog Box, After Remove All Cookies

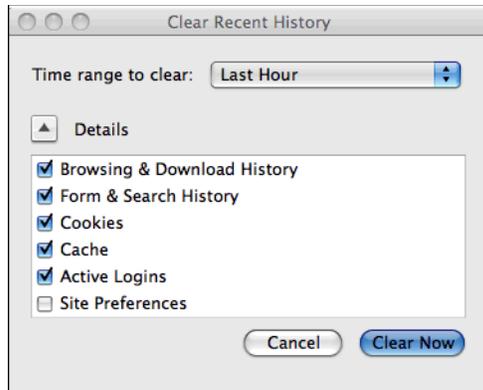


8. Close the Cookies dialog box, then close the Preferences dialog box.

9. Click **Tools**, then click **Clear Recent History**.

The Clear Recent History dialog box opens. An example is shown in [Figure 113](#).

**Figure 113.** Clear Recent History Dialog Box



10. Make sure the **Cookies**, **Cache**, and **Active Logins** checkboxes are all selected.
11. Click the **Clear Now** button.
12. Close the Clear Recent History dialog box.

### ***To set Safari as the default browser and clear the browser cache and cookies***

1. Open Safari.
2. Choose **Safari > Preferences**.
3. In the dialog box that opens, click the **General** icon at the top.
4. From the **Default web browser** drop-down list, select **Safari**.
5. In the dialog box, click the **Security** icon at the top.
6. Under **Accept Cookies**, click the **Show Cookies** button.
7. In the dialog box that opens, click the **Remove All** button, then click the **Done** button.
8. Close the Preferences dialog box.
9. Choose **Safari > Empty Cache**.
10. In the dialog box that opens, click the **Empty** button.

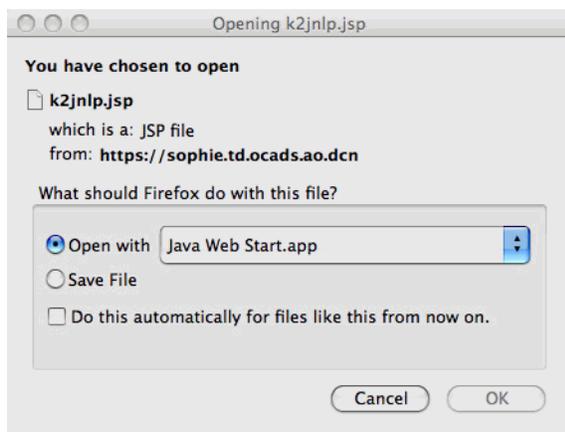
## Starting ECF on a Mac

**CAUTION:** Make sure you review the information in “Known Java Issues for Mac Users” on page 143 before you attempt to start ECF.

**NOTE:** The launching process described in this topic has been tested using the Safari and the Firefox browsers. Other browsers may work.

After you enter your login and password and you click the **Login** button, the browser may ask what to do next. This one-time setup is to associate the Java Network Launching Protocol (JNLP) file with Java Web Start. The dialog box shown in [Figure 114](#) opens.

**Figure 114.** Opening k2jnlp.jsp Dialog Box

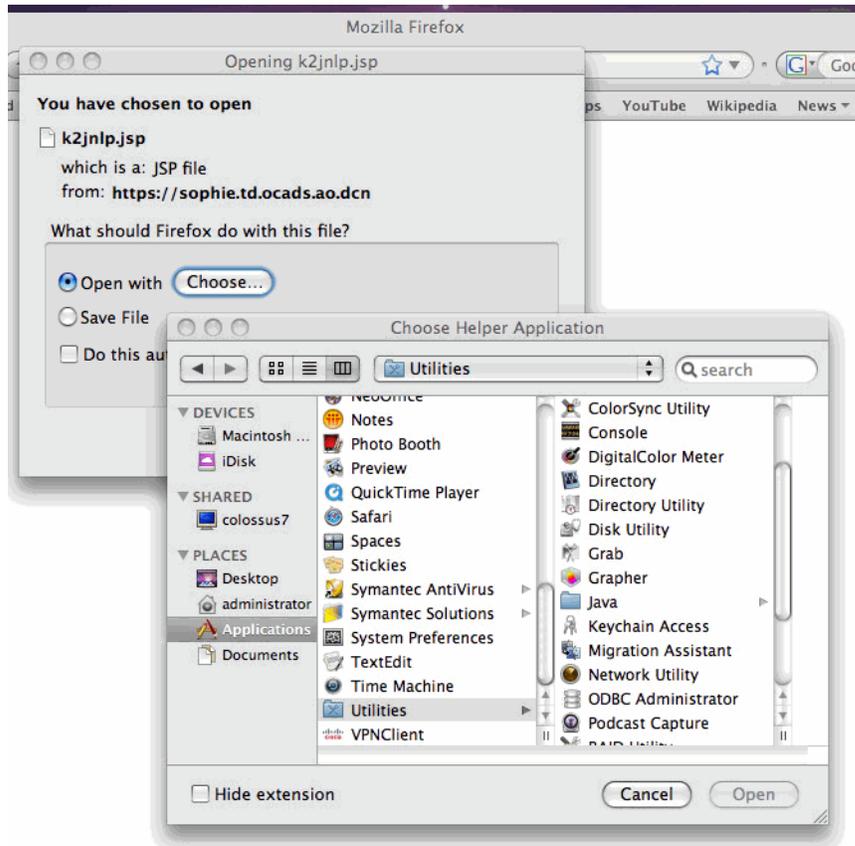


1. If the dialog box shows Java Web Start in the drop-down list next to **Open with**, then select the **Open with** radio button and go to step [Step 3](#) on page 138.

2. If you see a **Choose** button next to the **Open with** radio button, then click **Choose** to select the helper application.

A dialog box similar to the one shown in [Figure 115](#) opens.

**Figure 115.** Choose Helper Application



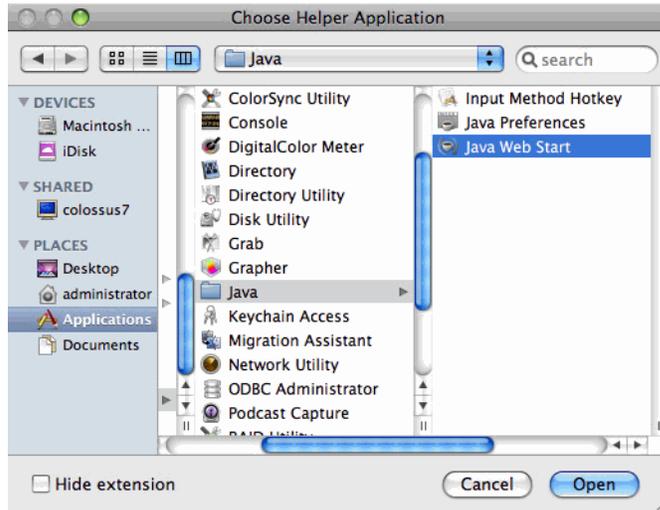
Do one of the following (depending on your version of Java, the location of Java Web Start may be different):

- Under **PLACES**, click **Applications**, then find and click **Utilities**, then in the list on the right, find and click the entry labeled **Java**.

This shows the list of helper applications for Java, as shown in [Figure 116](#).

Click **Java Web Start** and click the **Open** button.

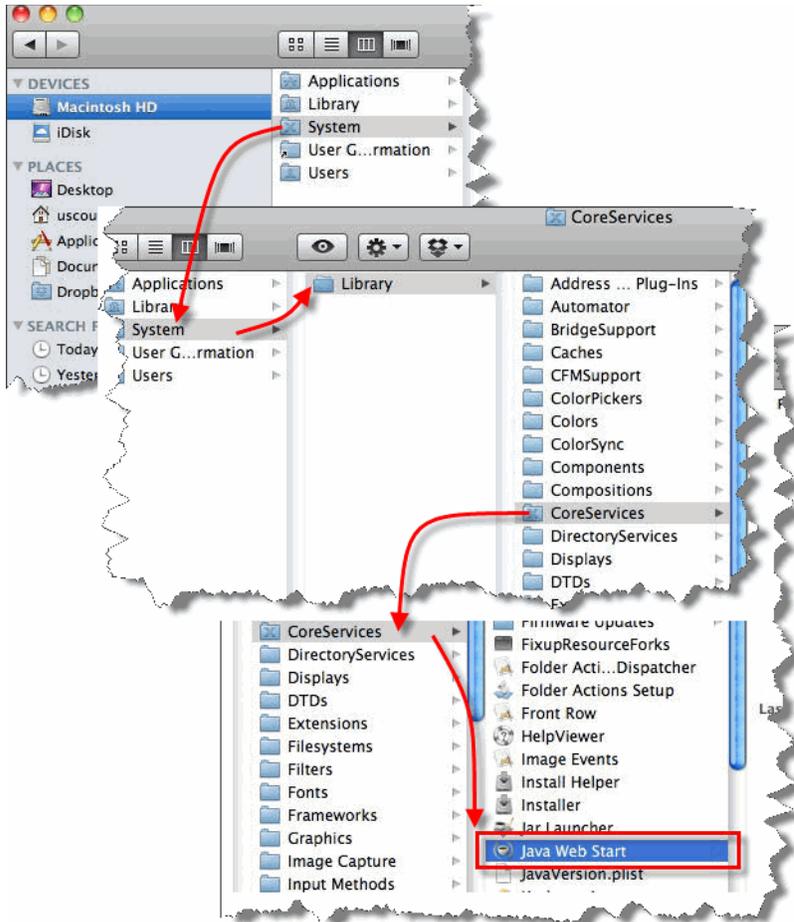
**Figure 116.** Choose Helper Application - PLACES



- Under **DEVICES**, click **Macintosh HD**. Find and click **System**, then **Library**, then **CoreServices**, as shown in [Figure 117](#).

Click **Java Web Start** and click the **Open** button.

**Figure 117.** Choose Helper Application - DEVICES



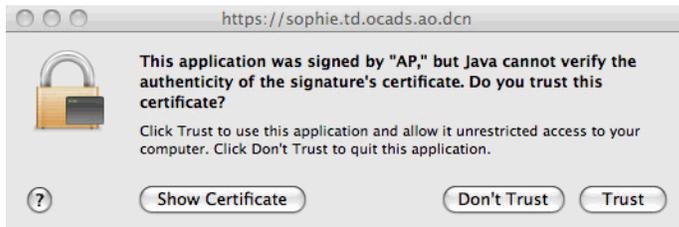
3. Select the checkbox labeled **Do this automatically for files like this from now on** so that you do not have to do this twice.
4. Click the **OK** button.

A Java Starting message box opens and then the system may ask you to authenticate the certificate.

5. If a certificate dialog box opens asking you if you want to accept the certificate from “ecf.ca9.uscourts.gov,” click the **Trust** button to continue.

Another certificate dialog box opens. This time, you must click the Trust button to ensure that ECF will be able to read PDF files from your Mac. The PDF certificate dialog box will look similar to the one shown in [Figure 118](#).

**Figure 118.** PDF Certificate

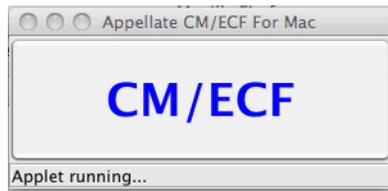


6. Click the **Trust** button.

At this point, a small window with a blue CM/ECF label opens. This is the program itself. An example of this window is shown in [Figure 119](#).

**CAUTION: Do not close this window at any time.**

**Figure 119.** Appellate CM/ECF For Mac Background Window



The Startup Page window opens in the foreground. Notice that your last login date and time are shown near the middle of the page. An example of this window is shown in [Figure 120](#).

**CAUTION: Do not close the Startup Page window at any time.** If you do close this window by accident, find the background window, shown in [Figure 119](#), and click the large CM/ECF button.

**Figure 120.** Appellate ECF For Mac Startup Page Window



## Known Differences for Mac Users

**CAUTION:** Make sure you review the information in “Known Java Issues for Mac Users” on page 143 before you attempt to start ECF.

### Longer Startup Process

In order to maintain the same security for the ECF application for all users, the URL used behind the scenes for downloading the program to the Mac is different each time. This will make the startup process take longer for Mac users, since the URL will not be cached.

### Automatic Login as a PACER User

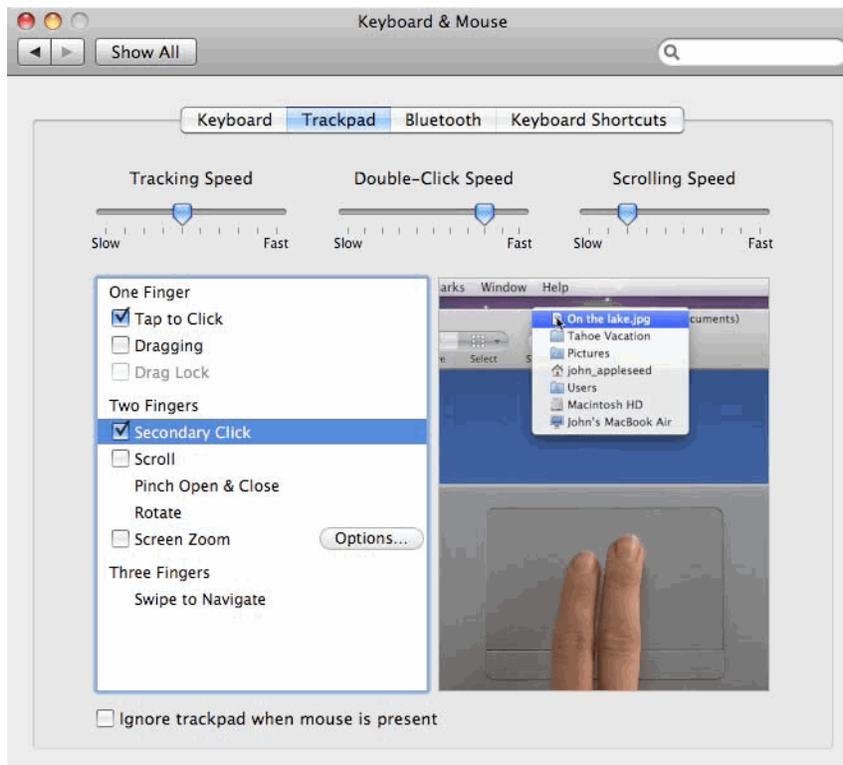
Automatic login as a PACER user when an attorney logs in as a filing user is not supported on the Mac.

The default Mac browser must be used to log in to ECF. If a secondary browser is used, it will not know that you are logged in when running browser-based portions of the system. To change the default browser, go to Safari > Preferences > General. Use the Default web browser to indicate the default web browser.

## Right-Click Functionality

There are a few areas in ECF Appellate which feature right-click functionality. Mac users can access the same features by going to System Preferences > Keyboard and Mouse > Trackpad, and selecting the checkbox labeled **Tap trackpad using two fingers for secondary click**. An illustration is shown in [Figure 121](#).

**Figure 121.** Secondary Click



## Known Java Issues for Mac Users

CM/ECF needs Java Web Start to run correctly on Mac systems. With the latest Java update from Apple, the location of Java Web Start has changed and you may have to manually identify that location.

**If you have Safari and Mozilla Firefox, the Court recommends using *Firefox* to file electronically in order to avoid some of the issues described in this section.**

### **Safari Browser is the Only Browser Installed on Your System**

Assuming you followed the instructions for clearing the cache and cookies, you should be able to run CM/ECF without any problems.

### **Safari and Firefox Installed on Your System, Using Safari to Log In to CM/ECF**

Assuming you followed the instructions for clearing the cache and cookies, and setting the default browser, you should be able to run CM/ECF to do your filings. However, PACER Report, Service List, and Help will open in a new Firefox window instead of the existing Safari window. As a result, the browser (Firefox) will not recognize that you are logged in to CM/ECF and will not allow you to run the reports.

As a workaround, you can copy the URL from the Firefox window to a new tab in your Safari browser. For this reason, the Court recommends using Firefox to file electronically if you have both Safari and Firefox installed on your system.

### **Safari and Firefox Installed on Your System, Using Firefox to Log In to CM/ECF**

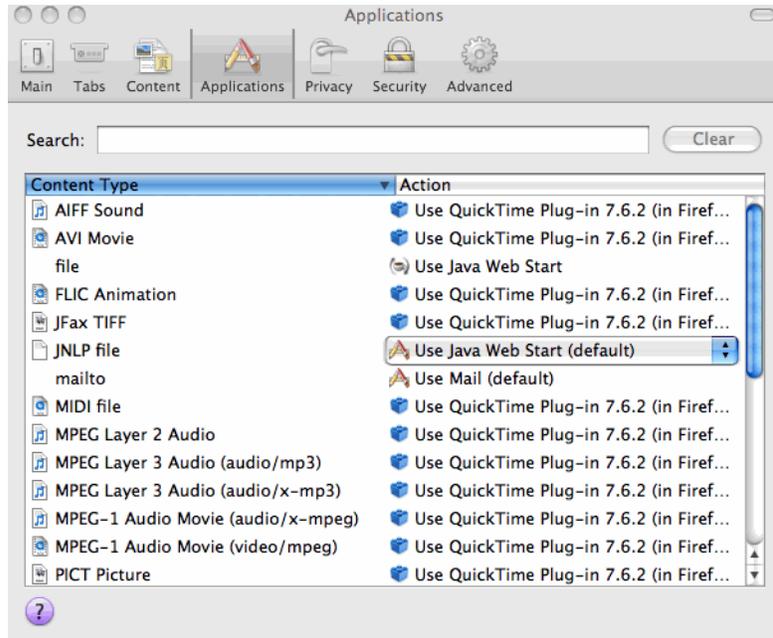
Assuming you followed the instructions for clearing the cache and cookies, and setting the default browser, you should be able to run CM/ECF after following the steps below to find and identify Java Web Start:

1. Open Firefox.
2. Choose **Firefox > Preferences**.
3. In the dialog box that opens, click the **Applications** icon at the top.

4. In the **Content Type** box (on the left) scroll down to **JNLP File** and select that entry.

By default, the **Action** for this **Content Type** is set to **Use Java Web Start (default)**, as shown in Figure 122.

**Figure 122.** Applications - JNLP File Content Type, Default Setting



5. In the **Action** box (on the right), select **Use Other**.

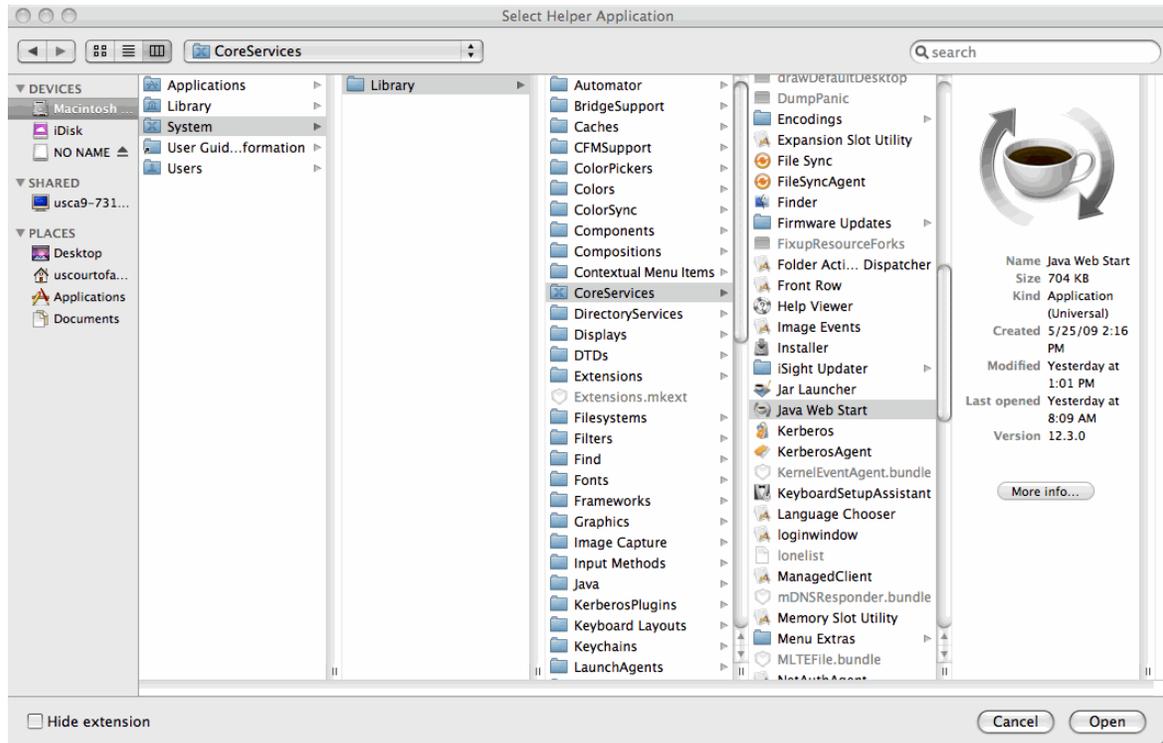
**CAUTION: Do not select Use Java Web Start (default).**

A window titled Select Helper Application opens.

6. In the Select Helper Application window, under **DEVICES**, click **Macintosh HD > System > Library > CoreServices > Java Web Start**.

Figure 123 shows an example of the correct selections.

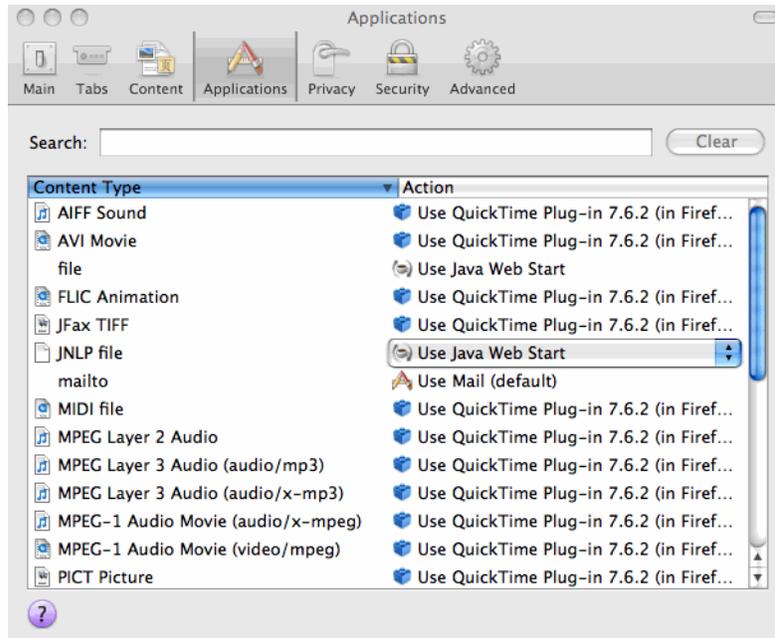
Figure 123. Select Helper Applications Window



7. Click the **Open** button (at the bottom of the window).

The Select Helper Application window closes and the Preferences dialog box (Applications) now shows the correct selection for the JNLP file. An example is shown in [Figure 124](#).

**Figure 124.** Applications - JNLP File Content Type Updated



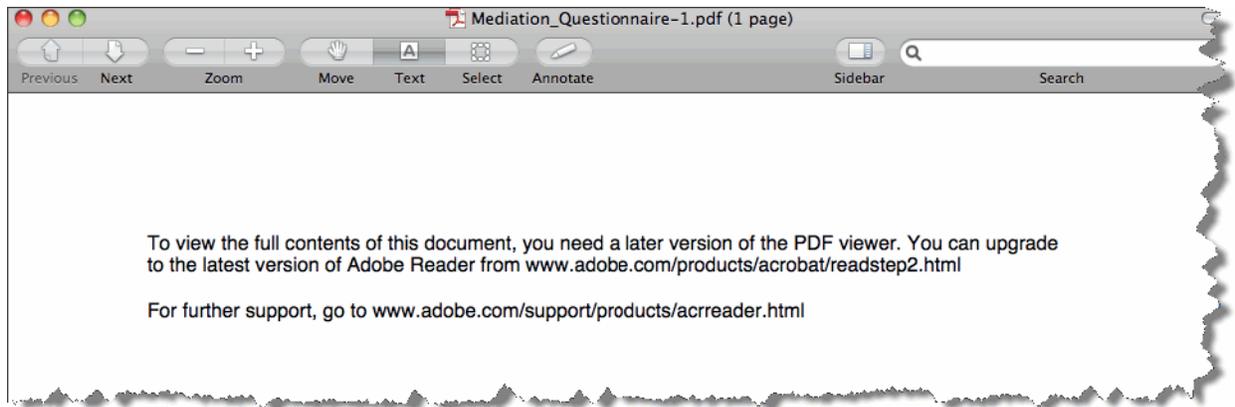
8. Close the Preferences dialog box.
9. Restart Firefox and then follow the instructions in “[To set Firefox as the default browser and clear the browser cache and cookies](#)” on page 131 before attempting to log in.

## Known PDF Viewer Issues for Mac Users

You may encounter issues when you try to open dynamic PDF forms from the Court's website on a Mac system. Specifically, this problem has been reported for the Mediation Questionnaire, available here: [http://www.ca9.uscourts.gov/uploads/forms/Mediation\\_Questionnaire.pdf](http://www.ca9.uscourts.gov/uploads/forms/Mediation_Questionnaire.pdf).

The most common issue is a message saying that the PDF Viewer you have is not a supported version. [Figure 125](#) shows an example of this message.

**Figure 125.** PDF Viewer Error Message



The reason you may see this message even though you have the latest version of Adobe Reader installed is that your Mac browsers are using the built in "Preview" application, which does not support dynamic PDF forms.

To resolve this issue, you must configure your browsers to use Adobe Reader instead of the default "Preview" application.

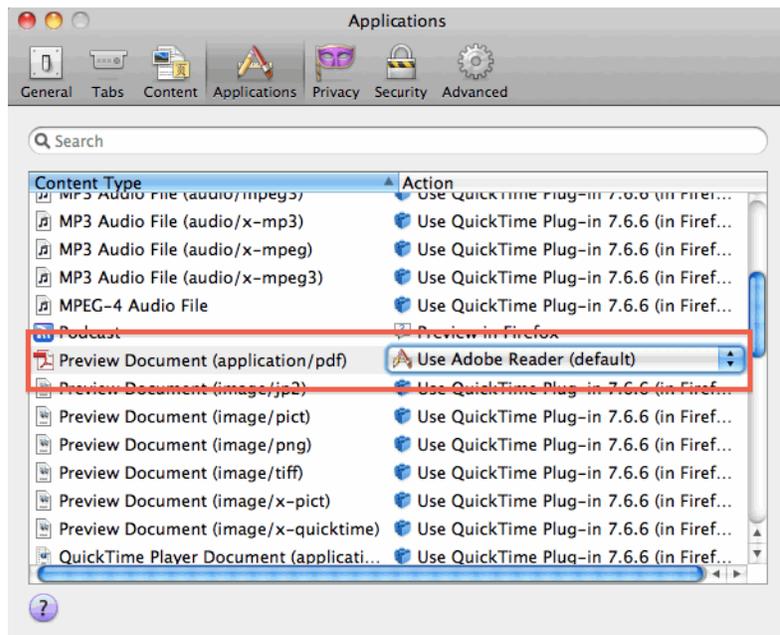
### Firefox

Make Adobe Reader as a default PDF reader in Firefox:

1. Open Firefox.
2. Choose **Firefox > Preferences**.
3. In the dialog box that opens, click the **Applications** icon at the top.

4. Scroll down until you see **Preview Document (application/pdf)** in the Content Type column. Select the **Preview Document (application/pdf)** entry, and in the Action column (the one on the right), select Use Adobe Reader (default) from the drop-down list. An example is shown in Figure 126.

**Figure 126.** Applications - Preview Document (application/pdf) Updated



5. Close the Preferences dialog box.
6. Restart Firefox and then try to access the dynamic PDF form again.

## Safari

1. Open Finder.
2. Choose **Go > Go to Folder**.
3. In the dialog box that opens, in the **Go to the folder** field, type `/Library/Internet Plug-Ins` and click the **Go** button.
4. In the Internet Plug-ins folder, verify that **AdobePDFViewer.plugin** exists.

**NOTE:** If you do not have this plugin, navigate to <http://get.adobe.com/reader/> to download and install Adobe Reader.

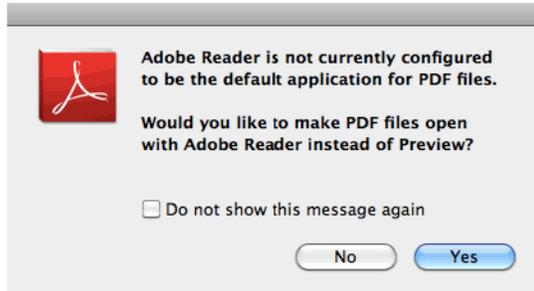
5. Open Adobe Reader.

To do this, open Finder, choose **Go > Applications**, and then click **Adobe Reader**.

The following message should appear: “Adobe Reader is not currently configured to be the default application for pdf files. Would you like to make pdf files open with Adobe Reader instead of Preview?”

An example of this message is shown in [Figure 127](#).

**Figure 127.** Adobe Reader Message



6. Click the **Yes** button.

7. Open Safari and navigate to the dynamic PDF form you want to open.

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# 14 Bar Admission and Appellate ECF

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You can check your bar status via ECF, and if you are not admitted, you can submit your application for admission via ECF. You can also request duplicate admission certificates and certificates of good standing.

**CAUTION:** Before you start, you must ensure that there are no pop-up blockers that prevent you from seeing the payment page. The payment window from Pay.gov opens in a new browser window or browser tab.

The easiest way to check is to turn on the sound on your system, then try to access the Service List (Reports > Service List). If you hear a distinctive “ding,” you know that something is blocking the web page from opening. Make sure you change the pop-up blocker settings to allow all pop-ups from the Court’s site.

The following topics are included:

- “Submitting an Application for Admission With Fee Payment” on page 151
- “Requesting and Paying for a Certificate of Good Standing” on page 161
- “Requesting and Paying for a Duplicate Admission Certificate” on page 164
- “Reviewing Your Submissions and Payments” on page 167

## Submitting an Application for Admission With Fee Payment

Before you start, make sure you have your application for admission and any supporting documents ready to upload. All documents must be in PDF format.

**CAUTION:** You may not, *under any circumstances*, submit an application for admission for another attorney.

Submitting your application and paying the fee consist of entering the information the Court needs to process your application, uploading the PDF of your application, and completing the payment of the fee.

1. Entering state bar information and selecting PDF files to submit. See [“To submit an application for admission”](#) on page 152.  
-or-  
Submitting a fee payment if you were previously admitted with a fee waiver. See [“To submit an application for admission if you were previously admitted with a fee waiver”](#) on page 155.
2. Completing the payment of the fee. See [“To pay and complete the transaction”](#) on page 157.

**To submit an application for admission**

1. In the Startup Page window, from the menu bar, choose **Utilities > Bar Admission**.

The Bar Admission window that opens will look similar to the one shown in [Figure 128](#).

**Figure 128.** Bar Admission, Attorney Not Admitted

The screenshot shows a window titled "Bar Admission" with a menu bar containing "Filing", "Reports", "Utilities", "Logout", and "Help". The main content area is titled "Bar Admission" and displays the following information:

- Jurisdiction: 9th Circuit Court of Appeals
- Manner Application Received: Electronic Submission
- State Bar Number:
- Fee Waiver Reason:
- State of Residence:
- Fee Amount: \$230.00
- Document:   Description:
- 
- 

**NOTE:** If you are already admitted, you will not be able to submit a new application. An example of the Bar Admission window for an admitted attorney is shown in [Figure 129](#). In this scenario, you can only upload PDF files to be attached to your admission record in the Court.

Figure 129. Bar Admission, Admitted Attorney

**Bar Admission**

Filing Reports Utilities Logout Help

**Bar Admission**

Jurisdiction: 9th Circuit Court of Appeals

Bar Status: Admitted

Manner Application Received: Front Counter      State Bar Number: CA12345

Fee Waiver Reason: -      State of Residence: -

Fee Amount: \$230.00      Fee Receipt Number: 123456

Document:   Description:

**View Document(s)**

Document	Description
1	Application for Admission

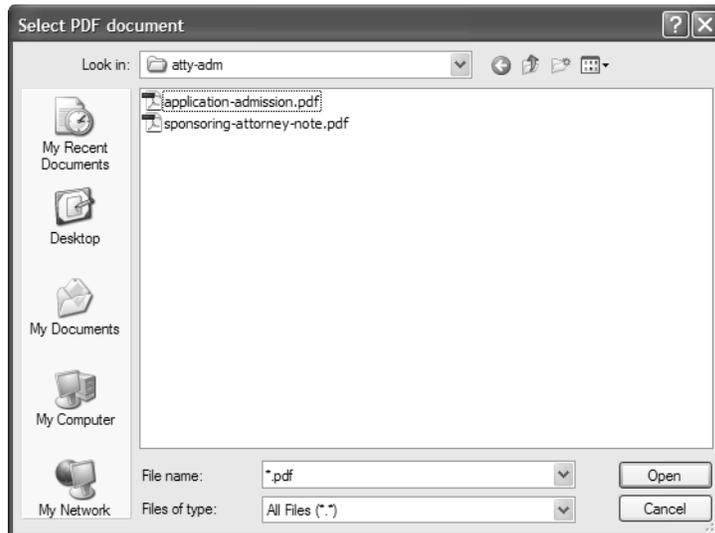
**CAUTION:** If you were previously admitted as a federal government attorney (fee waived), and you want to submit your application for admission without a fee waiver (so you can receive a duplicate admission certificate), see “To submit an application for admission if you were previously admitted with a fee waiver” on page 155 instead.

2. In the **State Bar Number** field, type the state abbreviation and the state bar number.
3. If you are a former 9th circuit law clerk or a federal government attorney, select the appropriate **Fee Waiver Reason** from the drop-down list.
4. (Optional) Select a value from the **State of Residence** drop-down list.

5. Click the **Browse** button.

The Select PDF document dialog box opens. An example of this dialog box is shown in [Figure 130](#). By default, the Select PDF document dialog box points to the last location you accessed to attach documents from within ECF.

**Figure 130.** Select PDF document Dialog Box



6. Navigate to and select the PDF file you want to attach.
7. Click the **Open** button.

The Select PDF document dialog box closes and ECF shows the file you selected, with the full path, in the **Document** field.

8. In the **Description** field for the document, type a description of the PDF.
9. Repeat [Step 5](#) - [Step 8](#) for each PDF you want to submit.
10. Click the **Pay Now and Submit Application** button and complete the steps in [“To pay and complete the transaction”](#) on [page 157](#).

**To submit an application for admission if you were previously admitted with a fee waiver**

If you were previously admitted as a federal government attorney (fee waived), and you want to submit your application for admission without a fee waiver (so you can receive a duplicate admission certificate), you can submit the application and pay the fee using Appellate ECF.

1. In the Startup Page window, from the menu bar, choose **Utilities > Bar Admission**.

The Bar Admission window that opens will look similar to the one shown in [Figure 131](#).

**Figure 131.** Bar Admission, Attorney Previously Admitted With Fee Waiver

The screenshot shows a window titled "Bar Admission" with a menu bar (Filing, Reports, Utilities, Logout, Help). The main content area displays the following information:

- Jurisdiction:** 9th Circuit Court of Appeals
- Bar Status:** Admitted
- Manner Application Received:** Front Counter
- Fee Waiver Reason:** Federal Government Attorney (dropdown menu)
- Fee Amount:** \$.00
- State Bar Number:** (text input field)
- State of Residence:** (dropdown menu)
- Fee Receipt Number:** (text input field)

Below these fields, there is a note: "If the fee waiver is no longer applicable, click the Update Fee button." and an "Update Fee" button.

There is a "Document:" field with a "Browse..." button and a "Description:" field. Below this is an "Add Another Document" button.

A "View Document(s)" section contains a table with the following data:

Document	Description
1	More Post admission submission
2	Post-admission upload of addl documentation
3	Application for Admission

At the bottom of the window are "Submit Documents" and "Cancel" buttons.

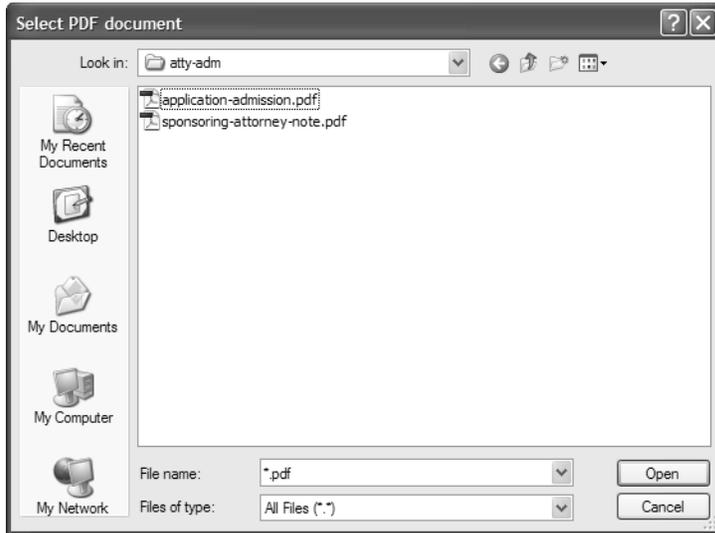
2. Click the **Update Fee** button.

The system updates the **Fee Amount** to show the current fee.

3. Click the **Browse** button.

The Select PDF document dialog box opens. An example of this dialog box is shown in [Figure 132](#). By default, the Select PDF document dialog box points to the last location you accessed to attach documents from within ECF.

**Figure 132.** Select PDF document Dialog Box



4. Navigate to and select the PDF file you want to attach.
5. Click the **Open** button.

The Select PDF document dialog box closes and ECF shows the file you selected, with the full path, in the **Document** field.

6. In the **Description** field for the document, type a description of the PDF.
7. Repeat [Step 3](#) - [Step 6](#) for each PDF you want to submit.
8. Click the **Pay Now and Update Application** button and complete the steps in [“To pay and complete the transaction” on page 157](#).

**To pay and complete the transaction**

1. Click the **Pay Now and Submit Application** or **Pay Now and Update Application** button to complete your payment and submit your application.

A new browser window or browser tab opens so that you can enter and submit your credit card information. The new browser window or tab may not automatically come to the front of your workspace. An example of a browser tab with the *Step 1: Enter Payment Information* page is shown in [Figure 133](#).

**CAUTION:** You are now connected to Pay.gov.

**Figure 133.** Online Payment, Step 1

The screenshot shows a web browser window with the URL <https://ecf.ca9.uscourts.gov/> and a tab titled "Online Payment". The active page is <https://qa.pay.gov/paygov/OCIServlet>. The page content includes:

- Online Payment** (with a link to "Return to your originating application")
- Step 1: Enter Payment Information** (1 | 2)
- Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)
- Required fields are indicated with a red asterisk \*
- Account Holder Name:  \*
- Payment Amount: \$230.00
- Billing Address:  \*
- Billing Address 2:
- City:
- State / Province:
- Zip / Postal Code:
- Country:  \*
- Card Type:  \* (Logos for VISA, MasterCard, AMEX, and DISCOVER are shown)
- Card Number:  \* (Card number value should not contain spaces or dashes)
- Security Code:  [Help finding your security code](#)
- Expiration Date:  \* /  \*
- Attorney Name:  \*
- Contact Telephone Number:  \*
- Person Completing Transaction:  \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

2. Verify, change, and enter the information in the *Step 1: Enter Payment Information* page.
  - a. Verify and change the information in the **Account Holder Name** field and the billing address fields as needed.
 

**CAUTION:** The name and address shown here are the name and address associated with your Appellate ECF account. If you are going to use a credit card that is not linked to the address we have on file for you, you must update the billing address.
  - b. Complete the **Card Type**, **Card Number**, **Security Code** and **Expiration Date** fields.
  - c. In the **Attorney Name** field, type the name of the attorney who logged in to ECF.
  - d. Complete the **Contact Telephone Number** and **Person Completing Transaction** fields so that the Court can contact you if there are any issues with the payment.

An example of a completed *Step 1: Enter Payment Information* page is shown in [Figure 134](#).

**Figure 134.** Online Payment, Step 1, Page Completed

The screenshot shows a web browser window with the URL <https://ecf.ca9.uscourts.gov/> and a sub-page <https://qa.pay.gov/paygov/OCIServlet>. The page title is "Online Payment" and it includes a "Return to your originating application" link. The main heading is "Step 1: Enter Payment Information" with a page indicator "1 | 2". Below this is the section "Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)". A note states "Required fields are indicated with a red asterisk \*".

The form fields are as follows:

- Account Holder Name:  \*
- Payment Amount: \$230.00
- Billing Address:  \*
- Billing Address 2:
- City:
- State / Province:  (dropdown)
- Zip / Postal Code:
- Country:  \*
- Card Type:  \* (Logos for VISA, MasterCard, AMEX, DISCOVER are shown)
- Card Number:  \* (Card number value should not contain spaces or dashes)
- Security Code:  [Help finding your security code](#)
- Expiration Date:  \* /  \*
- Attorney Name:  \*
- Contact Telephone Number:  \*
- Person Completing Transaction:  \*

At the bottom, there is a note: "Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted". Below the note are two buttons: "Continue with Plastic Card Payment" and "Cancel".

3. Click the **Continue with Plastic Card Payment** button.

The *Step 2: Authorize Payment* page opens.

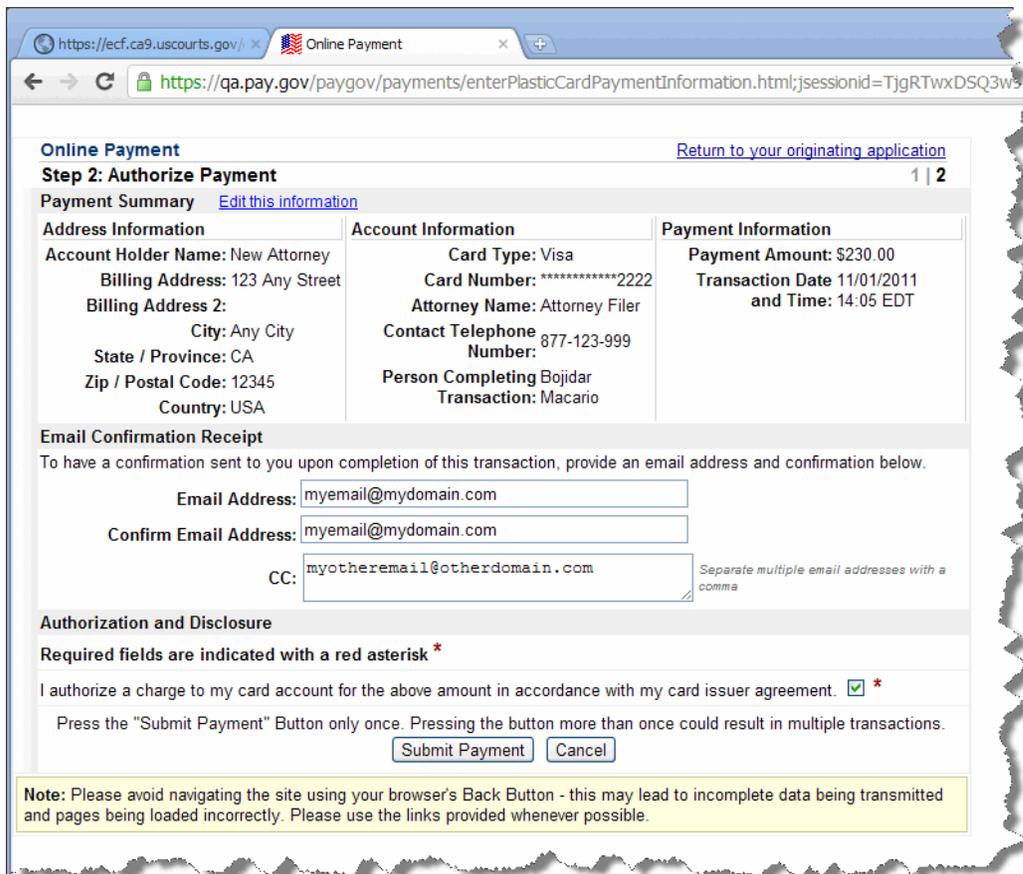
4. In the *Step 2: Authorize Payment* page, make sure all the payment information is correct and type your email address(es) in the **Email Address**, **Confirm Email Address**, and **CC** fields.

The email address(es) you enter here will receive a payment confirmation email when the transaction has been processed.

5. Select the checkbox under **Authorization and Disclosure**.

An example of a completed *Step 2: Authorize Payment* page is shown in [Figure 135](#).

**Figure 135.** Online Payment, Step 2, Page Completed



6. Click the **Submit Payment** button.

**CAUTION:** Wait for Pay.gov to process your payment. Do not click the button again.

When the transaction has completed, the confirmation page opens. An example is shown in Figure 136.

**Figure 136.** Final Confirmation Page



7. Click the **Close Window** button.

The Startup Page window is still open in the background.

8. To review what you just submitted, see “[Reviewing Your Submissions and Payments](#)” on page 167.
9. To log out of Appellate ECF, bring the Startup Page window to the front and choose **Logout** > **Logout CM/ECF**.

# Requesting and Paying for a Certificate of Good Standing

You can use Appellate ECF to request and pay for certificate of good standing.

1. In the Startup Page window, from the menu bar, choose **Utilities > Pay Miscellaneous Fees > Certificate of Good Standing**.

A Certificate of Good Standing window opens. An example of this window is shown in Figure 137.

**Figure 137.** Certificate of Good Standing Window

**Certificate of Good Standing**

Filing Reports Utilities Logout Help

**INSTRUCTIONS**

In the **Quantity** field, type the quantity of certificates of good standing you want.

You must attach a PDF with your current contact information.

**CAUTION:** You may only order certificates of good standing for yourself, not for any other attorney admitted to the Court.

**NOTE:** All items will be mailed to the mailing address associated with your ECF account.

**Certificate of Good Standing**

Fee Type: Certificate of Good Standing Quantity:

Fee Amount: \$18.00

Document:  Browse... Description:

Add Another Document

Pay Now and Submit Cancel

2. In the **Quantity** field, enter the number of certificates you want to receive from the Court. The system automatically updates the Fee Amount.
3. Click the **Browse** button to attach a PDF with your current contact information.

4. Click the **Pay Now and Submit** button to complete your payment and submit the request to the Court.

A new browser window or browser tab opens so that you can enter and submit your credit card information. The new browser window or tab may not automatically come to the front of your workspace.

An example of a browser tab with the *Step 1: Enter Payment Information* page is shown in [Figure 133 on page 157](#).

**CAUTION:** You are now connected to Pay.gov.

5. Verify, change, and enter the information in the *Step 1: Enter Payment Information* page.
  - a. Verify and change the information in the **Account Holder Name** field and the billing address fields as needed.

**CAUTION:** The name and address shown here are the name and address associated with your Appellate ECF account. If you are going to use a credit card that is not linked to the address we have on file for you, you must update the billing address.
  - b. Complete the **Card Type**, **Card Number**, **Security Code** and **Expiration Date** fields.
  - c. In the **Attorney Name** field, type the name of the attorney who logged in to ECF.
  - d. Complete the **Contact Telephone Number** and **Person Completing Transaction** fields so that the Court can contact you if there are any issues with the payment.
  - e. Click the **Continue with Plastic Card Payment** button.

The *Step 2: Authorize Payment* page opens.

An example of a completed *Step 1: Enter Payment Information* page is shown in [Figure 134 on page 158](#).

6. In the *Step 2: Authorize Payment* page, make sure all the payment information is correct and type your email address(es) in the **Email Address**, **Confirm Email Address**, and **CC** fields.

The email address(es) you enter here will receive a payment confirmation email when the transaction has been processed.

7. Select the checkbox under **Authorization and Disclosure**.

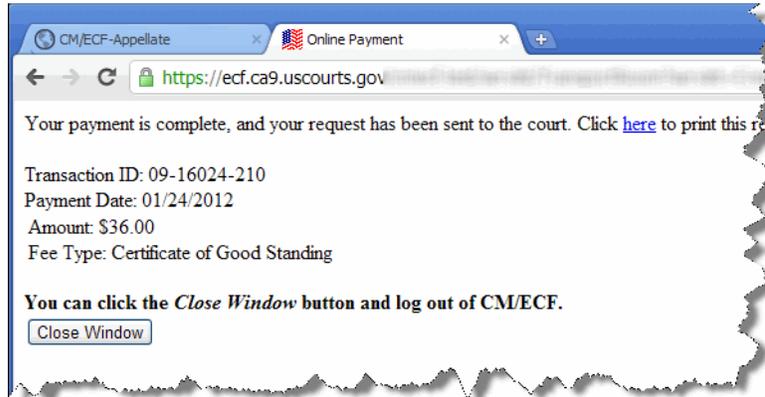
An example of a completed *Step 2: Authorize Payment* page is shown in [Figure 135 on page 159](#).

8. Click the **Submit Payment** button.

**CAUTION:** Wait for Pay.gov to process your payment. Do not click the button again.

When the transaction has completed, the confirmation page opens. An example of a confirmation page is shown in [Figure 138](#).

**Figure 138.** Final Confirmation Page



9. Click the **Close Window** button.

The Startup Page window is still open in the background.

10. To review what you just submitted, see “[Reviewing Your Submissions and Payments](#)” on page 167.
11. To log out of Appellate ECF, bring the Startup Page window to the front and choose **Logout > Logout CM/ECF**.

# Requesting and Paying for a Duplicate Admission Certificate

You can use Appellate ECF to request and pay for duplicate admission certificate.

**CAUTION:** If you were admitted as a federal government attorney (fee waived), you cannot order a duplicate admission certificate without paying the full admission fee. If you are in this situation, submit your application for admission and payment using Appellate ECF (see “To submit an application for admission if you were previously admitted with a fee waiver” on page 155) or call the Attorney Admissions clerk at the Court at 415-355-7800.

1. In the Startup Page window, from the menu bar, choose **Utilities > Pay Miscellaneous Fees > Dupl. Admission Certificate.**

A Dupl. Admission Certificate window opens. An example of this window is shown in Figure 139.

**Figure 139.** Certificate of Good Standing Window

The screenshot shows a window titled "Dupl. Admission Certificate" with a menu bar containing "Filing", "Reports", "Utilities", "Logout", and "Help". The main content area is titled "INSTRUCTIONS" and contains the following text:

In the **Quantity** field, type the quantity of duplicate admission certificates you want.

You must attach a PDF with your current contact information.

**CAUTION:** (1) You may only order duplicate admission certificates for yourself, **not** for any other attorney admitted to the Court.  
 (2) If you were admitted as a federal government attorney (fee waived), you may **not** order a duplicate admission certificate without paying the full admission fee. If you are in this situation, call the Attorney Admissions clerk at the Court at 415-355-7800.

**NOTE:** All items will be mailed to the mailing address associated with your ECF account.

Below the instructions is a form titled "Dupl. Admission Certificate" with the following fields and buttons:

- Fee Type:** A dropdown menu set to "Dupl. Admission Certificate".
- Quantity:** An empty text input field.
- Fee Amount:** Displayed as "\$18.00".
- Document:** An empty text input field followed by a "Browse..." button.
- Description:** An empty text input field.
- Buttons:** "Add Another Document", "Pay Now and Submit", and "Cancel".

2. In the **Quantity** field, enter the number of certificates you want to receive from the Court. The system automatically updates the Fee Amount.
3. Click the **Browse** button to attach a PDF with your current contact information.

4. Click the **Pay Now and Submit** button to complete your payment and submit the request to the Court.

A new browser window or browser tab opens so that you can enter and submit your credit card information. The new browser window or tab may not automatically come to the front of your workspace.

An example of a browser tab with the *Step 1: Enter Payment Information* page is shown in [Figure 133 on page 157](#).

**CAUTION:** You are now connected to Pay.gov.

5. Verify, change, and enter the information in the *Step 1: Enter Payment Information* page.
  - a. Verify and change the information in the **Account Holder Name** field and the billing address fields as needed.

**CAUTION:** The name and address shown here are the name and address associated with your Appellate ECF account. If you are going to use a credit card that is not linked to the address we have on file for you, you must update the billing address.
  - b. Complete the **Card Type**, **Card Number**, **Security Code** and **Expiration Date** fields.
  - c. In the **Attorney Name** field, type the name of the attorney who logged in to ECF.
  - d. Complete the **Contact Telephone Number** and **Person Completing Transaction** fields so that the Court can contact you if there are any issues with the payment.
  - e. Click the **Continue with Plastic Card Payment** button.

The *Step 2: Authorize Payment* page opens.

An example of a completed *Step 1: Enter Payment Information* page is shown in [Figure 134 on page 158](#).

6. In the *Step 2: Authorize Payment* page, make sure all the payment information is correct and type your email address(es) in the **Email Address**, **Confirm Email Address**, and **CC** fields.

The email address(es) you enter here will receive a payment confirmation email when the transaction has been processed.

7. Select the checkbox under **Authorization and Disclosure**.

An example of a completed *Step 2: Authorize Payment* page is shown in [Figure 135 on page 159](#).

8. Click the **Submit Payment** button.

**CAUTION:** Wait for Pay.gov to process your payment. Do not click the button again.

When the transaction has completed, the confirmation page opens. An example of a confirmation page for an initial admission fee is shown in [Figure 136 on page 160](#).

9. Click the **Close Window** button.

The Startup Page window is still open in the background.

10. To review what you just submitted, see “[Reviewing Your Submissions and Payments](#)” on [page 167](#).

11. To log out of Appellate ECF, bring the Startup Page window to the front and choose **Logout > Logout CM/ECF**.

## Reviewing Your Submissions and Payments

You can review a history of the original petitions you submitted and the payments you made.

### *To review your submissions and payments*

- In the Startup Page window, from the menu bar, choose **Reports > History Report**.

A new browser window or browser tab opens with the report.

This report shows a history of the PDF files you submitted using the functions in the **Utilities** menu and the payments you made through Pay.gov. This report does not show a history of filings or submissions you did in cases via the **Filing** menu, except fee payments.

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# 15 Updating Your Appellate ECF Account

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Since the Court is now live with Electronic Filing, all filers must update their own accounts. Do not send the Court notices of change of address or change of name, instead, follow the instructions in one of the following topics:

- “Updating a Company Name or Company Address” on page 169
- “Updating Your Email and Address When you Move to a Different Firm” on page 174

# Updating a Company Name or Company Address

**CAUTION:** Follow the steps in this topic **only** if the name or address of your company has changed. If you changed firms, follow the instructions in “Updating Your Email and Address When you Move to a Different Firm” on page 174 **instead**.

For **at least one attorney** in your firm, do the following:

1. Navigate to <https://www.pacer.gov/psco/cgi-bin/cmecf/ea-login.pl>.

The login page is shown in Figure 140.

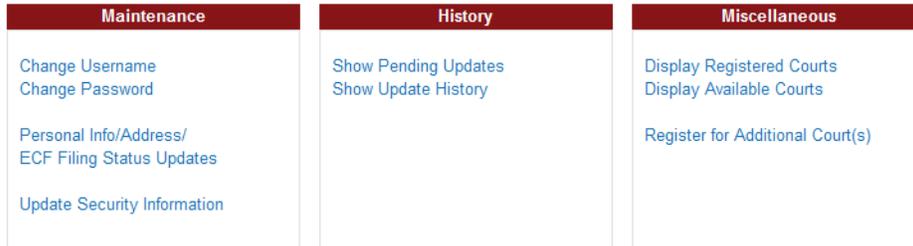
**Figure 140.** Appellate Filer Account Update, Login Page



2. Enter the attorney's login and password and click the **Login** button.

The Appellate CM/ECF Filer Account Update page opens. This page has three tabs: **Maintenance**, **History**, and **Miscellaneous**, as shown in [Figure 141](#).

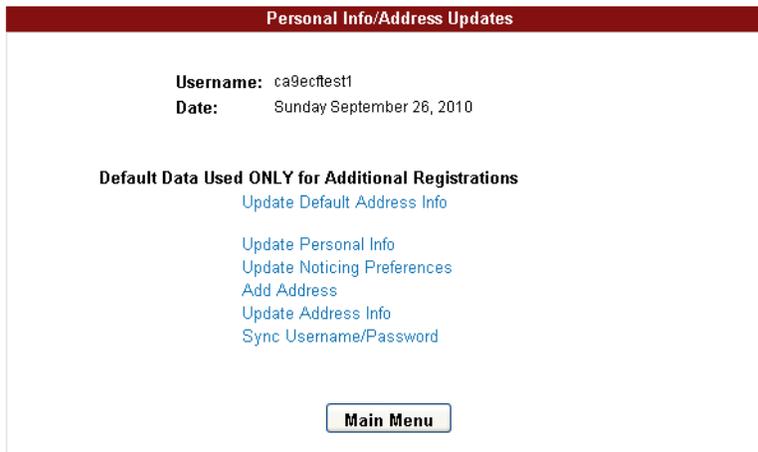
**Figure 141.** Appellate CM/ECF Filer Account Update Page



3. In the **Maintenance** tab, click the **Personal Info/Address/ECF Filing Status Updates** link.

A page opens with one tab labeled **Personal Info/Address Updates**. An example is shown in [Figure 142](#).

**Figure 142.** Personal Info/Address Updates Tab



4. In the **Personal Info/Address Updates** tab, click the **Update Address Info** link (the second link from the bottom of the list).

**NOTE:** You may have to update your “default” address. See “[Updating the “Default” Address Linked to Your Appellate ECF Account](#)” on page 172 for instructions.

A screen opens with one tab labeled **Address Maintenance**. The system shows the address currently on file for the account. An example is shown in [Figure 143](#).

**Figure 143.** Address Maintenance Tab

The screenshot shows a web interface titled "Address Maintenance" with a dark red header. Below the header, the following information is displayed:

- Username:** ca9ecf1est1
- Date:** Sunday September 26, 2010
- Court:** U.S. Court Of Appeals, Ninth Circuit

---

Below a horizontal line, the address is listed:

- U.S. Court Of Appeals, Ninth Circuit**
- U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT
- Computer Center
- 95 Seventh Street
- San Francisco CA, 94103

To the right of the address is a button labeled "Update".

---

At the bottom center of the page is a button labeled "Main Menu".

5. Click the **Update** button to the right of the address.

A screen opens with one tab labeled **Update Address Information**.

6. Make your changes to update the firm’s information (name, phone number, address).

7. Select the checkbox labeled **Check here if this address change applies to the entire firm**, as shown in [Figure 144](#).

**Figure 144.** Checkbox to Indicate that Change Applies to Firm

The screenshot shows a web form with the following fields and values:

- State: CALIFORNIA (dropdown menu)
- Country: USA (text input)
- Zip/Postal Code: 94103 (text input)
- Phone Number: 415-355-8000 (text input)
- Fax Number: (empty text input)

Below the fields is a checkbox with the label "Check here if this address change applies to the entire firm". At the bottom of the form are two buttons: "Submit" and "Cancel".

8. Click the **Submit** button to submit your changes to the PACER Service Center.  
A confirmation page opens to let you know that your request has been sent to the PACER Service Center.
9. Click the **OK** button to return to the main Appellate CM/ECF Filer Account Update page.
10. Click the **Logout** link at the top of the page.

## Updating the “Default” Address Linked to Your Appellate ECF Account

### *To update the default address linked to your account*

1. Navigate to <https://www.pacer.gov/psco/cgi-bin/cmecf/ea-login.pl>.
2. Enter the attorney’s login and password and click the **Login** button.  
The Appellate CM/ECF Filer Account Update page opens. This page has three tabs: **Maintenance**, **History**, and **Miscellaneous**.
3. In the **Maintenance** tab, click the **Personal Info/Address/ECF Filing Status Updates** link.  
A page opens with one tab labeled **Personal Info/Address Updates**.

4. In the **Personal Info/Address Updates** tab, click the **Update Default Address** Info link (the first link in the list).

A screen opens with one tab labeled Update Address Information. The system shows the default address currently on file for the account.

5. Make your changes to update the firm's information (name, phone number, address).

6. Click the **Submit** button to submit your changes to the PACER Service Center.

A confirmation page opens to let you know that your request has been sent to the PACER Service Center.

7. Click the **OK** button to return to the main Manage My Appellate Filer Account page.

The change is submitted to the PACER Service Center and the main Manage My Appellate Filer Account page opens.

# Updating Your Email and Address When you Move to a Different Firm

**CAUTION:** Follow the steps in this topic **only** if you changed firms and you need to update your company address and other contact information, such as phone numbers and email addresses. If the name of your firm has changed or if your firm moved to a new address, follow the instructions in “Updating a Company Name or Company Address” on page 169 **instead**.

1. Navigate to <https://www.pacer.gov/psco/cgi-bin/cmecf/ea-login.pl>.

The login page is shown in Figure 145.

**Figure 145.** Appellate Filer Account Update, Login Page



2. Enter the attorney's login and password and click the **Login** button.

The Appellate CM/ECF Filer Account Update page opens. This page has three tabs: **Maintenance**, **History**, and **Miscellaneous**, as shown in [Figure 146](#).

**Figure 146.** Appellate CM/ECF Filer Account Update Page



3. In the **Maintenance** tab, click the **Personal Info/Address/ECF Filing Status** link.

A page opens with one tab labeled **Personal Info/Address Updates**. An example is shown in [Figure 147](#).

**Figure 147.** Personal Info/Address Updates Tab



4. In the **Personal Info/Address Updates** tab, click the **Update Personal Info** link.

5. In the **Change Personal Information** tab in the page that opens, update the **Primary E-Mail Address** and **Verify Primary E-Mail** fields with your new email address.

An example is shown in [Figure 148](#).

**Figure 148.** Update Email Address

The screenshot shows a web form with the following fields and values:

- Gender: [Dropdown menu]
- Last 4-digits of SSN: \* 0000
- Date of Birth: \* January [Dropdown] 01 [Dropdown] 1975
- Primary E-Mail: \* myemail@mydomain.com
- Verify Primary E-Mail: \* myemail@mydomain.com
- Primary Cell Phone: [Text input field]
- Alternate Cell Phone: [Text input field]

6. Click the **Submit** button.

A confirmation page opens to let you know that your request has been sent to the PACER Service Center.

7. Click the **OK** button to return to the main Appellate CM/ECF Filer Account Update page.
8. In the **Maintenance** tab, click the **Personal Info/Address/ECF Filing Status** link.

A page opens with one tab labeled **Personal Info/Address Updates**. An example is shown in [Figure 149](#).

**Figure 149.** Update Data Tab

The screenshot shows a web page with the following content:

- Header: **Personal Info/Address Updates**
- Username: ca9ecfest1
- Date: Sunday September 26, 2010
- Section: **Default Data Used ONLY for Additional Registrations**
- Links:
  - [Update Default Address Info](#)
  - [Update Personal Info](#)
  - [Update Noticing Preferences](#)
  - [Add Address](#)
  - [Update Address Info](#)
  - [Sync Username/Password](#)
- Button: **Main Menu**

9. In the **Personal Info/Address Updates** tab, click the **Update Address Info** link.

A screen opens with one tab labeled **Address Maintenance**. The system shows the address currently on file for the account. An example is shown in [Figure 150](#).

**Figure 150.** Address Maintenance Tab



The screenshot shows a web interface titled "Address Maintenance" with a dark red header. Below the header, the following information is displayed:

- Username:** ca9ecf1
- Date:** Sunday September 26, 2010
- Court:** U.S. Court Of Appeals, Ninth Circuit

---

Below a horizontal line, the address is listed:

- U.S. Court Of Appeals, Ninth Circuit**
- U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT
- Computer Center
- 95 Seventh Street
- San Francisco CA, 94103

To the right of the address is a button labeled "Update".

---

At the bottom center of the page is a button labeled "Main Menu".

10. Click the **Update** button to the right of the address.

A screen opens with one tab labeled **Update Address Information**.

11. Make your changes to reflect your new firm and its contact information.
12. Click the **Submit** button to submit your changes to the PACER service center.
13. A confirmation page opens to let you know that your request has been sent to the PACER Service Center.
14. Click the **OK** button to return to the main Appellate CM/ECF Filer Account Update page.
15. Click the **Logout** link at the top of the page.

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# 16 Filing Categories and Types of Motions

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This chapter provides a complete list of the ECF filing categories and types of motions you can file.

- “Filing Category: Briefs” on page 179
- “Filing Category: Motions/Responses/Replies” on page 180
- “Filing Category: Rehearing/Reconsideration” on page 184
- “Filing Category: Court Reporters” on page 185
- “Filing Category: Original Petitions” on page 186
- “Filing Category: Appeals Pursuant to FRAP 9(a)” on page 187
- “Filing Category: Forms/Notices/Disclosures” on page 188
- “Filing Category: Correspondence/Status Reports” on page 189
- “Filing Category: Prospective Amici and Intervenor” on page 190
- “Filing Category: Pay Case Opening Fees” on page 191

An example of part of the File a Document window with the **Motions/Responses/Replies** category selected is shown in Figure 151. Filing categories appear on the left. When you select a category on the left, the filing types for that category appear on the right.

**Figure 151.** Filing Category: Motions/Responses/Replies

The screenshot shows a window titled "Select One" with two panes. The left pane contains a list of filing categories with radio buttons, where "Motions/Responses/Replies" is selected. The right pane contains a list of filing types with radio buttons, where "Click a filing type below, then click the Continue button" is selected. The list of filing types includes: "File a Motion", "File a Response to a Motion/Form", "File a Motion and a Response to a Motion Together", "File a Reply to a Response to a Motion", "File a Response to an Order to Show Cause", "File a Response to a Court Order", "File a Reply to a Response to an Order to Show Cause", "File a Reply to a Response to a Court Order", "File a Motion for Reconsideration from Dispositive Order", and "File a Motion for Reconsideration from Non-Dispositive Order".

## Filing Category: Briefs

The following filing types are available in the Briefs category:

- Submit Brief for Review by the Court
- Submit Brief for Review and File a Motion Together  
For a list of the types of motions that you can file, see “Types of Motions Available When Submitting a Brief and Filing a Motion Together” on page 179.
- File an Errata to a Brief
- File a Citation of Supplemental Authorities (FRAP 28(j) Letter)
- File a Notice of Joint Brief Under 9th Cir. R. 28-4 (Form 7)
- File a Streamlined Request to Extend Time to File Brief
- Submit Excerpts of Record for Review by the Court

## Types of Motions Available When Submitting a Brief and Filing a Motion Together

You select the type of motion using the **Relief** area. “Selecting Reliefs for a Filing” on page 59 provides step-by-step instructions on how to use the **Relief** area.

- motion to file a late brief
- motion to file nonstandard brief
- motion to file oversized brief
- motion to file substitute or corrected brief
- motion to file supplemental brief
- motion to reinstate case after FRAP 42-1 dismissal
- motion to withdraw as counsel

## Filing Category: Motions/Responses/Replies

The following filing types are available in the Motions/Responses/Replies category:

- File a Motion

For a list of the types of motions that you can file, see [“Types of Motions Available When Filing a Motion” on page 181](#).

- File a Response to a Motion/Form
- File a Motion and a Response to a Motion Together

For a list of the types of motions that you can file, see [“Types of Motions Available When Filing a Motion” on page 181](#).

- File a Reply to a Response to a Motion
- File a Response to an Order to Show Cause
- File a Response to a Court Order
- File a Reply to a Response to an Order to Show Cause
- File a Reply to a Response to a Court Order
- File a Motion for Reconsideration from Dispositive Order
- File a Motion for Reconsideration from Non-Dispositive Order
- Submit Brief for Review and File a Motion Together

See [“Filing Category: Briefs” on page 179](#) for additional information.

- File a Court Reporter Motion to Extend Time

See [“Filing Category: Court Reporters” on page 185](#) for additional information.

- File an Answer to an Original Petition
- File a Reply to an Answer to an Original Petition

## Types of Motions Available When Filing a Motion

You select the type of motion using the **Relief** area. “Selecting Reliefs for a Filing” on page 59 provides step-by-step instructions on how to use the **Relief** area.

- motion for 46-5 exemption
- motion for appointment of counsel
- motion for appointment of pro bono counsel
- motion for attorney fees
- motion for bail pending appeal or trial
- motion for certificate of appealability
- motion for certification to state supreme court
- motion for injunction pending appeal
- motion for miscellaneous relief (to be used only if no other relief applies)
- motion for sanctions
- motion for summary affirmance
- motion for summary disposition
- motion for summary reversal
- motion to assign case to prior panel
- motion to compel supplementation of excerpts of record
- motion to complete production of reporters transcript at government expense
- motion to consolidate cases
- motion to continue hearing
- motion to dismiss case for failure to prosecute under Circuit Rule 42-1
- motion to dismiss for lack of jurisdiction
- motion to dismiss party from case
- motion to dismiss the case
- motion to dismiss the case voluntarily pursuant to rule 42b
- motion to expedite case
- motion to extend time to comply with order

- motion to extend time to file COA request
- motion to extend time to file FRAP 9a memorandum
- motion to extend time to file Mediation Questionnaire
- motion to extend time to file agency record
- motion to extend time to file appellant designation of reporters transcript
- motion to extend time to file appellee designation of reporters transcript
- motion to extend time to file appendix
- motion to extend time to file bill of costs
- motion to extend time to file brief
- motion to extend time to file opposition
- motion to extend time to file petition for rehearing
- motion to extend time to file record on appeal
- motion to extend time to file reply
- motion to extend time to file response
- motion to file a late brief
- motion to file addendum
- motion to file appendix
- motion to file joint brief
- motion to file late opposition (to file motion and opposition together)
- motion to file late petition for rehearing (to file motion and petition for rehearing on same day)
- motion to file nonstandard brief
- motion to file oversized brief
- motion to file oversized petition for rehearing
- motion to file substitute or corrected brief
- motion to file supplemental brief
- motion to file supplemental briefing for petition for rehearing
- motion to file supplemental excerpts of record
- motion to hear case with other case

- motion to join in existing brief
- motion to lift stay
- motion to present oral argument by video
- motion to proceed in forma pauperis
- motion to recall mandate
- motion to refer case to mediation
- motion to reinstate case after FRAP 42-1 dismissal
- motion to remand case
- motion to request publication of memorandum disposition
- motion to reschedule oral argument
- motion to stay lower court action
- motion to stay proceedings
- motion to stay proceedings pending settlement
- motion to stay removal/deportation
- motion to stay the mandate
- motion to strike portion or whole of document
- motion to submit case on briefs
- motion to substitute counsel
- motion to substitute party
- motion to supplement or amend Mediation Questionnaire
- motion to supplement or amend designation of reporters transcript
- motion to supplement record on appeal
- motion to take judicial notice
- motion to transfer appeal to other circuit
- motion to unseal document
- motion to waive filing of excerpts of record
- motion to waive filing of motion to supplement or amend Mediation Questionnaire
- motion to withdraw as counsel

## Filing Category: Rehearing/Reconsideration

The following filing types are available in the Rehearing/Reconsideration category:

- File a Petition for Panel Rehearing (FRAP 40; 9th Cir. R. 40-1)
- File a Petition for Rehearing En Banc (FRAP 35; 9th Cir. R. 35-1)
- File a Combination Petition for Panel Rehearing/En Banc (FRAP 35, 40)
- File an Answer or Response to a Petition for Rehearing/En Banc
- File a Reply to a Response to a Petition for Rehearing/En Banc
- File a Motion for Reconsideration from Dispositive Order
- File a Motion for Reconsideration from Non-Dispositive Order

## Filing Category: Court Reporters

The following filing types are available in the Court Reporters category:

- File a Court Reporter Motion to Extend Time
- File Court Reporter Correspondence to Court
- File a Notice of Reporter Default (9th Cir. R. 11-1.2)

## Filing Category: Original Petitions

The following filing types are available in the Original Petitions category:

- File an Answer to an Original Petition
- File a Reply to an Answer to an Original Petition

## Filing Category: Appeals Pursuant to FRAP 9(a)

The following filing types are available in the Appeals Pursuant to FRAP 9(a) category:

- File a FRAP 9(a) Memorandum
- File a Response to a FRAP 9(a) Memorandum
- File a Reply to a Response to a FRAP 9(a) Memorandum

**NOTE:** To file a motion to extend time to file a FRAP 9(a) memorandum, you must file a motion, and then select the motion to extend time to file FRAP 9a Memorandum relief. See [“Filing a Motion” on page 88](#) for step-by-step instructions.

## Filing Category: Forms/Notices/Disclosures

The following filing types are available in the Forms/Notices/Disclosures category:

**TIP:** Download fill-in forms from the Court's website: <http://www.ca9.uscourts.gov/forms>. Save the form you want to your hard drive. You must have Adobe Acrobat to save a fill-in form. If you do not have Adobe Acrobat, you may scan the filled in form to attach it to your filing.

- File a Response to a Motion/Form
- File a Notice of Appearance or Re-Assignment
- File a Mediation Questionnaire
- File Affidavit Accompanying In Forma Pauperis Motion (Form 4)
- File a CJA Form 23 Financial Affidavit
- File a Corporate Disclosure Statement (FRAP 26.1)
- File a Notice of Joint Brief Under 9th Cir. R. 28-4 (Form 7)
- File an Acknowledgment of Hearing Notice
- File a Bill of Costs (Form 10)
- File an Application for Fees Under EAJA
- File a Certification for Law Student Representation Form
- File a Client Authorization of Law School Representation
- File a Notice of Reporter Default (9th Cir. R. 11-1.2)

## Filing Category: Correspondence/Status Reports

The following filing types are available in the Correspondence/Status Reports category:

- File a Citation of Supplemental Authorities (FRAP 28(j) Letter)
- File a Status Report Required by Court Order
- File Correspondence to Court
- File Court Reporter Correspondence to Court

See [“Filing Category: Court Reporters”](#) on page 185 for additional information.

- File a Notice of Reporter Default (9th Cir. R. 11-1.2)

## Filing Category: Prospective Amici and Intervenors

The following filing types are available in the Prospective Amici and Intervenors category:

- File a Corporate Disclosure Statement (FRAP 26.1)
- File a Prospective Amicus or Intervenor Motion

For a list of the types of motions that you can file, see [“Types of Motions Available When Filing a Prospective Amicus or Intervenor Motion,”](#) below.

- Submit Brief and File Prospective Amicus or Intervenor Motion Together

For a list of the types of motions that you can file, see [“Types of Motions Available When Filing a Prospective Amicus or Intervenor Motion,”](#) below.

- Submit Amicus Brief With Consent per FRAP 29(a)

**CAUTION:** You may only use this filing type if the party you represent is a government agency or if you have written consent by all parties to file this amicus brief. If you use this filing type in error, the clerk will not be able to process the filing and you will have to redo your filing using the correct filing type and include a motion with the filing.

### Types of Motions Available When Filing a Prospective Amicus or Intervenor Motion

You select the type of motion using the **Relief** area. [“Selecting Reliefs for a Filing”](#) on page 59 provides step-by-step instructions on how to use the **Relief** area.

- motion to become amicus
- motion to extend time to file amicus brief
- motion to extend time to file intervenor brief
- motion to intervene

## Filing Category: Pay Case Opening Fees

**CAUTION:** If you filed a notice of appeal in another court, you must pay the filing and appeal fees in that court. Do not pay the fee in the U.S. Court of Appeals.

The following filing type is available in the Pay Case Opening Fees category:

- Pay Fee for Agency Petition/Petition for Writ of Mandamus